

Residential and Non Residential House Tutors



Responsible to: Housemaster/mistress

Salary: Residential: £25,105, Non Residential: £25,580

Hours of work:

Residential - full-time at 51 hours per week, term-time only plus two additional weeks to cover holiday/activity programmes and/or commercial lets. Monday to Sunday 7.00am to 11.00pm on a rota basis.

Non Residential - full-time at 40 hours per week, term-time only plus two additional weeks to cover holiday/activity programmes and/or commercial lets. Monday to Sunday 7.00am to 11.00pm on a rota basis.

The Role

The Resident House Tutors and Non-Resident House Tutors are key members of the St Leonards School Boarding team, each working collaboratively to uphold and actively promote the ethos of the School. They report directly to the Housemaster/Housemistress of their assigned House, with flexibility to support other boarding houses as required, and are ultimately accountable to the Head via the Deputy Head (Pastoral) and Head of Boarding. Resident House Tutors provide on-site residential care and supervision within the boarding houses, while Non-Resident House Tutors contribute to the same pastoral and supervisory support without residing on-site. Across both roles, the primary focus is to ensure the highest standards of care, welfare, and guidance for students aged 10 to 18, including both residential boarders and day

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students, through consistent supervision, pastoral engagement, and support within the school community.

Boarding at St Leonards

St Leonards has three boarding houses, each with their own strong identity and spirit.

St Rule is a co-educational house for younger pupils aged between 10 and 13/14 (i.e. Year 5/6 to Year 11/Pre- IB). Ollerenshaw is a boys' house for pupils aged between 14 and 18 (Years 11/Pre-IB to 13); Bishopshall is the equivalent girls' house for pupils aged between 14 and 18 (Years 11/Pre-IB to 13).

Following the refurbishment of the boarding houses, there has been an increase in overall capacity and the intention is to increase the number of boarders from 120-130 to 150.

Strategic Focus 2023 - 2027

St Leonards has been at the forefront of pioneering education since it was founded in 1877. As we look forward to celebrating our 150th anniversary in 2027, we remain focused on our fundamental purpose: to educate young people for life.

This is Our Strategic Focus for St Leonards, for 2023-2027, which outlines our purpose, our vision, our mission, our learner values and our areas of focus between now and the School's anniversary year.



Main Areas of Responsibility

The primary concern of each Housemaster/Housemistress is the care and welfare of all boarding students, and they are considered to be in loco parentis. Both the Resident House Tutor (RHT) and Non-Resident House Tutor (NRHT) play a key role in supporting this responsibility under their direction, forming an integral part of the School's Boarding team. Both roles report directly to the Housemaster/Housemistress of their assigned House and are ultimately accountable to the Head via the Deputy Head (Pastoral) and Head of Boarding. The RHT and NRHT may also be required to support other boarding houses as needed.

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Both roles are responsible for ensuring high-quality pastoral care, welfare, and supervision of students aged 10 to 18, including both residential boarders and day students. Under the direction of the Housemaster/Housemistress, House Tutors will:

- Maintain effective communication with House leadership to plan and deliver daily, weekly, and termly routines
- Supervise students throughout the day, from morning routines to lights out (including weekends on a rota basis)
- Maintain high expectations of behaviour, discipline, punctuality, and mutual respect
- Foster the physical, social, cultural, and spiritual development of all students
- Promote and uphold the Student Handbook and school standards of appearance and conduct
- Adopt a zero-tolerance approach to bullying, harassment, alcohol, and substance abuse, escalating concerns appropriately
- Support safeguarding responsibilities in line with school policy and report welfare concerns promptly
- Contribute to the organisation and delivery of house life, including social events, activities, and student support
- Assist in maintaining accurate records of incidents, concerns, sanctions, and accidents using school systems
- Attend house meetings and support or lead student meetings as required
- Contribute to a safe, structured, and caring boarding environment that reflects the ethos of St Leonards School

Additional responsibilities – RHT specific

- Undertake practical house duties including cleaning, tidying, and laundry support
- Support travel logistics including airport staffing at start/end of term and half terms
- Administer and oversee boarding student travel arrangements
- Provide on-site residential presence, including overnight availability and emergency response
- Participate in fire drills, security monitoring, and full boarding-house operational duties
- Liaise directly with the Medical Centre regarding student health and welfare
- Welcome visitors and prospective families and support boarding house tours
- Ensure duty room and office practices are maintained between 7.00am and 11.00pm

Additional responsibilities – NRHT specific

- Support boarding supervision and pastoral care without residential accommodation
- Assist with wider boarding operations, trips, events, and supervision duties as required
- Provide flexible support across boarding houses when needed



National and School Standards

Both RHT and NRHT are required to:

- Demonstrate understanding of and adhere to the St Leonards School Child Protection Policy
- Uphold and support all school policies and development plans
- Demonstrate awareness of contractual, pastoral, and legal responsibilities
- Actively contribute to the ethos of the School and maintain positive relationships with staff, students, and parents
- Report safeguarding, welfare, or behavioural concerns promptly
- Work collaboratively across pastoral, academic, and support teams
- Develop an understanding of the IB Diploma programmes
- Comply with Scottish Social Services Council (SSSC) Codes of Practice
- Register with SSSC (if not GTCS registered) within required timescales and maintain ongoing training requirements (PRTL log)
- Work towards SVQ3 Children and Young People qualification where required (funded initially by the School, with conditions applying)

Hours of Work, Rota System and Accommodation

Resident House Tutor (RHT)

- Term-time only role
- One day off per week (24 hours)
- Must be in residence before term starts and In-Service/induction days
- Required to remain in residence at key transition points (term start/end and half terms)
- On-duty hours typically between 7.00am and 11.00pm on a rota basis

- Overnight availability required for emergencies
- Single accommodation provided within the boarding house
- Free meals provided during term time
- Flexibility required to support other boarding houses and school-wide duties
- Paid additional hours may apply for specific travel or operational requirements (e.g. airport runs, term transitions)

Non-Resident House Tutor (NRHT)

- Term-time only role
- Works on a rota system with defined boarding support hours
- No residential accommodation provided
- Flexible scheduling across mornings, evenings, and weekends as required
- May be called upon to support boarding activities, trips, and events across houses

Person Specification

Education, Training and Qualifications

Essential (RHT & NRHT)

- Educated to HND or degree level
- Experience and understanding of pastoral care and/or working in a care environment
- Strong ability to support the needs of young people

Desirable

- SVQ3 Children and Young People qualification
- Experience working with teenagers in an educational setting

Skills

Essential (RHT & NRHT)

- Ability to listen to, understand, and support adolescent needs
- Strong written and verbal communication skills
- Strong ICT skills
- Ability to motivate and encourage student engagement and participation
- Ability to work effectively with staff, students, and parents

Desirable

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- Skills supporting extracurricular or enrichment activities

Interpersonal Skills

Essential (RHT & NRHT)

- Resilient, calm, and able to work under pressure
- Approachable, empathetic, and student-focused
- Strong sense of responsibility and professionalism
- Ability to handle sensitive and confidential matters appropriately
- Well-organised with excellent attention to detail
- Flexible and able to adapt to changing priorities at short notice
- Strong team player with an “above and beyond” attitude
- Ability to work independently and use initiative
- Professional appearance and manner
- Commitment to safeguarding and student wellbeing

Desirable

- Empathy with international and diverse student backgrounds
- Full clean driving licence



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via our website :

<https://www.stleonards-fife.org/news-information/employment>

and should include the completed application form.

Closing time and date for applications is 1200 on Friday 29th May 2026. Early applications are encouraged and we reserve the right to appoint before the closing date.

Any questions may be directed to recruitment@stleonards-fife.org.

All successful applicants will be required to hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.



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