

Senior Housemistress



Responsible to: Head

Salary: Competitive

Hours of work: 1.0 FTE permanent

The Role

St Leonards is seeking to appoint an outstanding Senior Housemistress (Senior HsM) to lead Bishopshall, our senior girls' boarding house, while also providing senior operational leadership across the wider boarding provision.

This is a significant leadership role within the School. The Senior HsM will combine the day-to-day leadership of Bishopshall with wider operational responsibility across the boarding community, helping to ensure that boarding at St Leonards is warm, well-run, well-supervised and consistently excellent.

The successful candidate will be a visible, credible and highly effective boarding leader: someone with strong pastoral instincts, sound judgement, high standards, and the organisational strength to lead both a house and key aspects of boarding operations across the School.

This is a new post and an exciting appointment for St Leonards in advance of our 150th anniversary in 2027. It reflects our future ambition for boarding and our commitment to strong, visible leadership at the heart of house life. We are seeking someone who will not only lead Bishopshall with warmth, clarity and confidence, but who will also help shape the next chapter of boarding at St Leonards.

This is an excellent opportunity for a strong pastoral and boarding leader, and may particularly appeal to someone with the aspiration and potential to move towards Deputy Headship in the years ahead.



Key responsibilities

Leadership of Bishopshall

- Lead and manage Bishopshall House, with responsibility for its staff, culture and day-to-day running.
- Ensure outstanding pastoral care, welfare and academic oversight for all boarders in the House.
- Act in loco parentis and as the main point of contact for parents and guardians.
- Maintain a house culture of warmth, inclusion, good order and high expectations.
- Ensure that boarders are well known, well supported and able to flourish.

Senior operational leadership in boarding

- Act as a leader across boarding, supporting the Deputy Head (Pastoral) in operational leadership across the School.
- Help ensure consistency of routines, expectations, communication and standards across all boarding houses.
- Support and coordinate the work of HsMs, assistant HsMs and house teams as required.
- Contribute to the implementation and review of boarding policy, practice and procedures.
- Play a leading role in ensuring that boarding operations are efficient, responsive and aligned with whole-school priorities.
- Contribute to the development, implementation and review of the Bishopshall House Development Plan, and support wider boarding development priorities.
- The Senior HsM will deputise for the Deputy Head (Pastoral) in boarding matters as required.

Safeguarding, welfare and wellbeing

- Safeguard and promote the welfare of all children and young people in boarding.
- Ensure that boarders live in a safe, supportive and well-supervised environment.
- Respond appropriately to pastoral, behavioural and safeguarding concerns, escalating where necessary.
- Maintain accurate, timely and confidential records.
- Liaise closely with the Medical Centre, Heads of Year, teaching staff, parents and external agencies where appropriate.
- Support low- and medium-level pastoral interventions and investigations as required.
- Oversee the induction and integration of new boarders, ensuring that they settle well and feel known, supported and included from the outset.
- Develop and sustain opportunities for boarders' voice to shape house life and contribute to the ongoing development of boarding.

Staff leadership and management

- Lead, manage and develop the Bishopshall staff team.
- Support the induction, training and professional development of boarding staff, helping to build consistency and best practice across the boarding team.
- Draw up and oversee duty rotas and staffing arrangements.
- Support the recruitment, induction, supervision and appraisal of house staff.
- Contribute to the development of a strong, collaborative and professional boarding staff culture across all of the School's three houses.
- Model high standards, clear communication and effective pastoral leadership.

House operations

- Ensure the smooth and efficient day-to-day running of Bishopshall.
- Oversee standards of presentation, maintenance, health and safety, and security within the House.
- Manage the House budget responsibly.
- Liaise with Estates, Domestic Services, Catering, Finance and administrative colleagues as required.
- Oversee practical arrangements including pupil travel, routines at the start and end of term, and house events.
- Maintain and review the Bishopshall House Handbook, and contribute to the review of wider boarding documentation as required with clear and accurate house documentation and handbooks.

Compliance and inspection readiness

- Support compliance across boarding in line with School policy and regulatory requirements.
- Assist with inspection preparation, follow-up actions, returns and notifications.

- Help ensure that boarding practice is aligned with Care Inspectorate expectations, the GIRFEC framework, National Minimum Standards, SSSC requirements, UKVI requirements where relevant, and wider safeguarding expectations.
- Maintain a strong working knowledge of current boarding and safeguarding inspection requirements, and help ensure that boarding practice is inspection-ready at all times.
- Contribute to the review and development of boarding documentation and operational practice.

Recruitment and wider School contribution

- Support the promotion and recruitment of boarding, including tours, open events and engagement with prospective families.
- Play a full and positive part in the wider life of the School.
- Teach approximately 12 periods per week in an agreed subject area.
- Undertake any other reasonable duties as required by the Head.

DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the ‘Home of Golf’. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school’s motto is Ad Vitam (‘for life’), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named ‘Scotland’s Independent School of the Year for Academic Performance’ in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, Ad Vitam.



Person specification

The successful candidate will demonstrate:

- a strong commitment to boarding education and to the values of St Leonards
- substantial pastoral experience, ideally in a boarding setting
- the presence and judgement to lead a senior boarding house with confidence and care
- the credibility to operate as a leader in boarding
- strong organisational and operational skills
- the ability to lead and manage adults effectively
- excellent communication and relationship-building skills
- strong and substantial safeguarding knowledge, with child protection training at an appropriately high level
- a secure understanding of inspection and regulatory requirements relevant to boarding and pastoral care
- resilience, flexibility and calmness under pressure

- high standards, attention to detail and sound administrative skills
- the ability to balance pastoral leadership, operational responsibility and teaching

Residential expectations

The Senior HsM is a residential post. The post-holder is expected to be in residence in line with School expectations, including at the start and end of terms and around boarders' return and departure, as required.

The post includes evening and weekend duty, overnight on-call responsibilities, and occasional support or cover across the wider boarding provision, in line with the School's residential rota.

This role involves pastoral care and supervision of female students in a residential boarding setting. Therefore, this post is open to **female applicants only**, as permitted under Schedule 9, Part 1 of the Equality Act 2010, where being female is a genuine occupational requirement.



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.

Safeguarding

St Leonards is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo all appropriate safer recruitment checks.

Process

Potential candidates are welcome to contact the School's HR team for an informal chat: hr@stleonards-fife.org

The closing date for applications is **Noon on Monday 27th April 2026**. However, early applications are warmly encouraged, and we reserve the right to interview and appoint at any stage should we identify the right candidate.

Applications should be made via St Leonards [Teacheroo portal](#)

All successful applicants will be required to undertake a Criminal Record check and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.



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