



Fettes College

**Houseparent
College East Boarding House
Start date: September 2026**



A place to **live.** A place to **learn.** A place to **grow.**



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7 and from September 2025 a Pre-Prep was introduced. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with *'A place to live. A place to learn. A place to grow'*. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, made up of just under 700 students and over 300 dedicated staff.

Vision

- Fettes will be the school of choice for students, parents and staff
- Our students will leave the school knowing themselves, looking out for others, capable of thinking critically and ready to make a positive mark on their rapidly changing world
- Our students will be bold and visionary, yet compassionate; they will possess a global perspective and be ready to embrace the opportunities of the future

Mission

- Curious, creative and kind, Fettesians give of their best and make the most of their wealth of opportunities. They are inspired to aim high while understanding what it means to be a good person and to give back
- In partnership with families and communities, a full-boarding ethos remains at the core of the School and a Fettes education continues to matter to all

To achieve our Vision and Mission, we will ensure that our students:

- Feel valued and respected as individuals
- Receive the highest possible quality of education, engaging them in rigorous and relevant opportunities in a dynamic curriculum which creates lifelong learners
- Feel safe, have a sense of personal worth, are thoughtful and considerate of the needs of others, while possessing a willingness to take on responsibility
- Are encouraged to stretch and challenge themselves
- Develop self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and teamwork
- Value a sense of community
- Are surrounded by inspirational, caring staff
- Feel represented and are provided with equal opportunities regardless of gender, identity, sexual orientation, disability, ethnicity or religion



The Boarding House structure at Fettes

Fettes College is a flourishing boarding school, and a full-boarding ethos underpins all activities at the College. Approximately 75% of the students are boarders. There is no option of weekly or flexi boarding. The 25% of students who attend on a day basis are fully integrated into the boarding life of the College and are members of the boarding houses.

There are eight senior boarding houses: four boys' Houses and four girls' Houses each of which accommodates between 55 and 70 students aged 13 to 17. In their final year, students are accommodated in Craigleith, the Upper Sixth form residence.

College East is based in the main Bryce building in the grounds of the College with accommodation for girl boarders over three floors. There are study and recreational areas with common rooms, pantries and laundry facilities. The design of the House creates a friendly and warm atmosphere. The maximum number of students who could be accommodated in College East House is 49, with up to 35 boarders and 14 day students.

Throughout the School every member of the teaching staff is involved in the boarding provision of the College through their role as a tutor. Each of the senior boarding houses has five or more visiting tutors forming a part of the pastoral care team. A tutor will do one evening's duty per week in the House and will have responsibility for a group of 8-10 tutees.

The role of the Houseparent of College East is an exciting and challenging one in the context of the pastoral life of the College. The guidance and leadership provided by the Houseparent will be key to the success of our boarding ethos and they should have a clear vision for the future development of their boarding house.





The Role of the Houseparent

The Houseparent (HP) is a vital member of the academic and pastoral management structure at Fettes. The HP is the most significant figure in the House organisation and is directly responsible for all aspects of the life of the students' welfare, academic and general development, health, safety and discipline in their House. House staff have responsibility for the safeguarding of all the students in their House and work with the Deputy Head (Pastoral) and the Pastoral Leadership Team to ensure wellbeing concerns are acted on promptly and dealt with appropriately.

The Houseparent is the first point of contact for parents of students in their House whom they keep informed about any issues of importance.

The HP is responsible for organising and monitoring the Tutorial system within House, allocating Tutors (c. 6-8 tutors per house), assessing individual students' progress regularly with each Tutor and liaising where necessary with other members of staff.

The responsibilities of the Houseparent will include:

- The health and safety of the students and adults in the building
- The care and welfare of the students (this responsibility is obviously shared with the Assistant Houseparent, Matron and House tutors)
- Day-to-day running of the House
- Disciplinary matters within the House
- Managing the adult team within the House in terms of duty rotas and in ensuring appropriate supervision of the House at all times
- Maintaining close communication with the staff on all matters relating to the students.
- Communicating with parents of students
- Liaising with the Deputy Head (Academic) over any matters relating to the academic performance and study habits of the students
- Attending all the weekly Houseparents' meetings
- Acting as Line Manager for the Assistant Houseparent and Matron in terms of their pastoral role within the House
- Ensuring the fabric of the building is well maintained
- Liaising closely with the Bursar and of Fettes Enterprises about any holiday usage of the House

In addition, it is anticipated that the Houseparent of College East House will teach at least a 50% timetable of lessons. However, this will depend on the subject specialism of the successful candidate and the availability of teaching. It is also expected that the Houseparent will play a full part in the co-curricular life of this busy boarding school.

The Houseparent will report to the Deputy Head (Pastoral) on all matters relating to College East.

Each House has an Assistant Houseparent (AHP) and a Matron and, together, this group forms the residential staff team for each boarding house.



Accommodation

The Houseparent will be required to live within the boarding house. The spacious accommodation will be provided free of any charges for rent, heat or light.

Salary

Fettes College has its own salary scales and the salary paid will be commensurate with the experience and qualifications of the successful candidate. In addition to the salary scale there is an annual Houseparent allowance of £13,350.





Application Process

Applications are via the link on our website: www.fettes.com/about-us/vacancies

The closing date for applications is Wednesday 11th March 2026, with interviews taking place week commencing 16th March 2026. Interested candidates can contact Carolyn Harrison before a formal application is made by email: cm.harrison@fettes.com, if they wish to discuss the role prior to application.

Fettes College aims to provide a workplace in which all staff are treated in a fair and consistent manner. We will ensure, to the best of our ability, that staff and all others who have contact with the College are not discriminated against, either directly or indirectly.

We are committed to providing equality of opportunity in all areas of dealing with staff, whether in recruitment and selection, promotion or training and development.

We are keen to welcome applicants from diverse backgrounds into our staff body. If you would like a friendly conversation with an employee who identifies as an ethnic minority, please feel free to contact Anushka Chakravarty (a.chakravarty@fettes.com) who will be happy to share her experience of Fettes College.

