



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

RESIDENT TUTOR
PERMANENT, FULL-TIME
SEPTEMBER 2026



STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a 3–18 independent co-educational day and boarding school that fosters a family atmosphere, values the individual, and offers a wide range of opportunities to pupils, whatever their interests or strengths. Set in a historic location overlooking the City of Canterbury, the school benefits from a diverse community of day and boarding pupils who contribute to a rich and inclusive environment. Academic achievement is supported alongside strong co-curricular involvement, and pupils are respectful, inclusive, and collaborative, helping to create a happy and cohesive school community. The School is located at the top of St Thomas Hill and enjoys impressive views over the city. The Junior and Senior Schools all share the same site.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to succeed.

Every pupil here is known and understood

The fact that we educate children from the age of 3 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Resident Tutor
TYPE OF POST	Permanent
HOURS	37.5 hours per week
GRADE	Pay Range - £24,806.67 (pro-rata £18,899.37)
HOLIDAY	5 weeks
POST & DEPARTMENT	
ABOUT US	St Edmund's School is a thriving independent day and boarding school for pupils aged 3–18 in Canterbury, Kent. Our boarding community is built on the principles of family living, where pupils are supported to flourish academically, personally and socially within a warm, inclusive and purposeful environment. The Resident Tutor plays a vital role in creating a safe, welcoming and supportive home for our boarders. Working as part of the Boarding team, the post holder will build positive relationships with pupils, provide outstanding pastoral care, and maintain a visible presence within the boarding house throughout term time. This is an exciting opportunity for someone who is passionate about young people's wellbeing and is looking to develop their career in pastoral leadership.
ROLE	As Resident Tutor, you will play a key role in creating a welcoming, supportive and positive boarding environment for our pupils. You will be a visible and engaged presence within the boarding house, building strong relationships with pupils and taking an active interest in their wellbeing, development and day-to-day lives. Working as part of the Boarding team, you will support the welfare of boarders, providing guidance, encouragement and appropriate pastoral support. You will work closely with the Director of Boarding and wider boarding team, responding sensitively to individual needs and concerns and helping to foster a strong sense of community and belonging within the house. The role also includes supporting pupils with their academic progress, contributing to the wider life of the boarding community and helping to create a positive home-from-home environment. You will be expected to participate in evening and weekend duties, attend boarding meetings and maintain a positive presence within the house throughout term time.

THE ROLE

KEY RESPONSIBILITIES

The Role:

- Provide a positive, vibrant and supportive pastoral and academic experience for pupils within the boarding community.
- Undertake a minimum of 10 hours of daytime support within the Senior School each week, working with pupils and colleagues as required and contributing to the wider work and community of the School.
- Maintain a visible and engaged presence within boarding throughout term time, taking an active interest in pupils' day-to-day lives, backgrounds and individual needs.
- Promote and safeguard the welfare of boarders, providing appropriate guidance, support, direction and discipline.
- Build positive and trusting relationships with pupils, helping to create a welcoming, inclusive and purposeful boarding environment.
- Liaise closely with the Director of Boarding and wider Boarding team regarding the welfare and wellbeing of pupils, particularly where there are concerns.
- Contribute to creating a positive home-from-home environment within boarding and support initiatives that foster a strong sense of community and identity.
- Support pupils in their academic development, including contributing to a positive academic environment within the house and helping pupils to fulfil their potential.
- Work collaboratively with members of the Boarding team and provide cover for other boarding staff when required.
- Attend boarding staff meetings and contribute positively and creatively to the ongoing development of the boarding community.

Pastoral Care & Wellbeing:

- Promote the care, welfare and wellbeing of all pupils within the boarding community.
- Provide pupils with guidance, encouragement, support and appropriate pastoral direction, responding sensitively to individual needs and concerns.
- Develop an understanding of pupils' individual backgrounds, interests and aspirations, ensuring that they feel valued and supported.
- Maintain appropriate communication with the Director of Boarding regarding pupil welfare and any matters requiring further support or intervention.
- Help foster a caring, inclusive and supportive boarding environment in which pupils feel safe, listened to and able to thrive.

THE ROLE

KEY RESPONSIBILITIES

Boarding Duties & Community:

- Be resident within boarding throughout term time and maintain a positive and supportive presence within the community.
- Undertake morning and evening duties during the School week and participate in weekend duties according to the boarding rota.
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- Be available in boarding by 10.30pm each evening during term time, in accordance with the requirements of the role.
- Be present and available to welcome returning boarders, meet new pupils and, where appropriate, act as a point of contact for parents at the beginning of term.
- Support the Boarding team during periods of staff absence and contribute to the smooth running of the boarding house.
- Contribute to the wider boarding experience through activities, initiatives and opportunities that promote community, engagement and positive relationships between pupils.

Academic Support:

- Contribute to a positive academic environment within the boarding house.
- Support pupils in managing their academic commitments alongside their wider boarding and extracurricular responsibilities.
- Liaise appropriately with colleagues to support pupils' academic progress and ensure that concerns and achievements are communicated effectively.
- Encourage pupils to develop confidence, independence and leadership skills alongside their academic development.

Communication & Collaboration:

- Work closely with the Director of Boarding and wider Boarding team to support the effective operation of the boarding community.
- Communicate professionally and sensitively with pupils, parents and colleagues.
- Contribute constructively to boarding meetings and wider discussions relating to the development and wellbeing of the boarding community.
- Demonstrate flexibility and creativity in responding to the changing needs of pupils and the boarding environment.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	GCSE English and Mathematics (Grade 4/C or above), or equivalent.	- QTS, PGCE, iPGCE or equivalent teaching qualification. - Designated Safeguarding Lead training. - BSA qualification, boarding certificate, boarding training or equivalent.
SKILLS & EXPERIENCE	- Understanding of pastoral care and support for children and young people. - Experience of building positive and supportive relationships with pupils. - Ability to communicate confidently and effectively with pupils, parents and colleagues. - Ability to respond sensitively and professionally to safeguarding or welfare concerns. - Strong organisational skills, with the ability to manage competing demands and responsibilities. - Ability to work collaboratively as part of a team and use initiative when required. - Commitment to supporting the wellbeing, personal development and academic progress of pupils.	- Previous experience working within a boarding environment. - Knowledge and understanding of school pastoral support systems. - Knowledge of CPOMS or similar safeguarding/pupil management systems. - Awareness of mental health and experience of supporting pupils with wellbeing needs. - Mental Health First Aid training or equivalent.
BEHAVIOURS	- Build positive, respectful and trusting relationships with pupils, colleagues and parents. - Demonstrate empathy, patience and understanding when supporting pupils with different needs, backgrounds and circumstances. - Promote a caring, inclusive and supportive boarding community in which pupils feel valued and able to thrive. - Act with integrity, discretion and professionalism when dealing with sensitive and confidential matters. - Demonstrate flexibility and a willingness to contribute fully to the wider life of the boarding community. - Champion and promote the values and ethos of St Edmund's School. - Be committed to safeguarding and promoting the welfare of children and young people.	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to permanent members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application **9.00am Friday 11th September 2026**. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

