



LATHALLAN
SCHOOL

RECRUITMENT INFORMATION PACK

BOARDING HOUSEPARENT (RESIDENTIAL)

REQUIRED FROM 17TH AUGUST 2026

Co-educational boarding ages 11-18
North East Scotland, UK





A MESSAGE FROM RICHARD TOLEY, HEADMASTER

It is a pleasure to introduce you to Lathallan School. I am delighted that you are considering us as an employer and hope you will want to apply for this position once you have learned a little more about the place.

Lathallan is an independent co-educational day and boarding school in Johnshaven, Aberdeenshire. The school occupies a 62-acre estate offering Nursery, Junior and Senior School, with approximately 220 pupils enrolled from 5 years to 18 years. Situated between green farmland, forest, and the sea, our location provides a peaceful and inspiring environment for our pupils to learn and grow.

Lathallan is the only all-through school in Scotland to have been awarded the Gold Learning Outside the Classroom Quality (LOtC) quality mark, and was shortlisted for UK Small Independent School of the Year 2025.

We currently employ around 90 staff in positions across early years education, teaching, and support staff – pastoral care, finance, tech, administration, maintenance, catering, marketing etc.

Boarding has been at the heart of Lathallan since we opened in 1930. Our 19th-century Brotherton Castle serves as a warm and welcoming home away from home for our boarders aged 11 to 18. While boys and girls have separate sleeping areas, all 36 of our boarders live within the castle, which creates a genuine family atmosphere. They spend their days together during lessons, meals, and social activities, building friendships that last a lifetime.

I very much look forward to receiving your application.

With best wishes,

Richard Toley
Headmaster

Take a look at our latest
Annual Review





What is boarding at Lathallan really like?

Our boarding house is like a family – looking after each other by helping, encouraging, and simply being there when needed.

Pupils thrive when they feel supported, understood and able to ask for help. At Lathallan, wellbeing is central to everyday school life. We get to know the unique personality, talents, and aspirations of every child.

In Scotland, all boarding schools are inspected by The Care Inspectorate, and Lathallan is proud to have been rated as ‘Very Good.’ Inspectors noted that our ‘*children and young people are safe, and get the most out of life.*’

""At Lathallan, you aren't just another student; the teachers truly know you and the house spirit makes you feel like you belong from day one. Some of my favorite moments are the simple ones – trips to the beach at Johnshaven or just relaxing in the House with friends. It's a unique, friendly environment where the nature and the community make it feel less like a school and more like a second home." – Autumn (S4 Boarder)

School values

Our **CORE** values – Confidence, Opportunity, Respect, Endeavour, and Modesty – define who we are. We don't just teach these values; we live them.

We develop well-rounded individuals who have a sense of place and community – balancing personal ambition with respect and support of others.

Watch our latest
school film





Our Location

A 45-minute drive from Aberdeen airport and 2 hours from Edinburgh. Both are major worldwide transport hubs with direct flights to cities across the globe.

Whilst our school offers a safe and secluded rural setting, for weekend excursions, Lathallan is perfectly positioned just 45 minutes from the breathtaking Cairngorms National Park, as well as Dundee, the UK's first UNESCO City of Design.

Life and Balance

What do weekends look like?

At Lathallan, weekends are free from formal schooling, offering a vibrant, balanced program of activities, fun and adventure while also allowing for some relaxation.

There is also the opportunity to experience the very best of Scottish culture. Boarders might find themselves whirling through a traditional Scottish Ceilidh in their very own kilt, soundtracked by live folk music, or experiencing the spirited atmosphere of a Highland Games. From exploring the festive magic of Edinburgh's Christmas markets to uncovering the myths and legends hidden within ancient castles.

Do boarders get any 'downtime'?

Balance is essential for success in the Senior School. Throughout the week, once dinner and prep time are over, pupils have dedicated time to relax and recharge.



Teaching and Learning



The Lathallan advantage – a personalised academic journey

At Lathallan School, we recognise that no two paths to success look the same. We champion a non-selective approach (no exams as part of our Admissions process), creating an inclusive environment where students of all abilities can set their own personal targets and thrive together.

Whether they are striving for a clean sweep of As or working to secure their first set of qualifications in a new language, we can offer a pathway to success that is as unique as the students themselves. Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge.

We closely follow every child's academic journey from the moment they join us. Our small school size allows us to offer bespoke timetabling and a supportive community where pupils don't just work hard – they cheer each other on.

In fact, at Advanced Higher level, it isn't uncommon for pupils to benefit from 1-1 tuition. Our senior pupils consistently perform at the highest tier of the Scottish curriculum and are well-positioned for entry into top-tier universities worldwide.

We empower our pupils to be curious about their futures. Seniors receive career guidance and mentoring, attend focused development retreats and pursue work experience opportunities.



ESOL (English for Speakers of Other Languages)

For pupils requiring additional English tuition tailored to their specific needs. These arrangements are made on a case-by-case basis in direct consultation with families.

Sports



At Lathallan, sports are for everyone. Every pupil is encouraged to participate, whether they are trying something new, striving for a personal best or contributing to a team effort. This inclusive culture ensures that 100% of our pupils lead an active life, building the resilience, teamwork, and self-belief.

Small school raising youth Olympians

Our competitive results are world-class. Lathallan consistently produces elite athletes who compete at the highest levels. Approximately 20% of our Senior School pupils represent their country in their respective sports. Several Youth Olympians having progressed through the school in recent years.

Netball and Rugby Performance Academy

Our two core team sports at Lathallan are netball and rugby, and both see pupils perform on the national stage this year. In 2026 we launched our Netball and Rugby Performance Academy, a 10-month development programme that's designed for ambitious athletes (aged 14–18). Encompassing elite coaching, bespoke strength and conditioning, sports psychology, nutrition and performance analysis.



Creative Arts

Lathallan offers a robust music program that includes curricular music for all year groups alongside optional, one-to-one instrumental and vocal tuition. Delivered by expert visiting teachers, these individual lessons cater to a wide range of musical abilities.

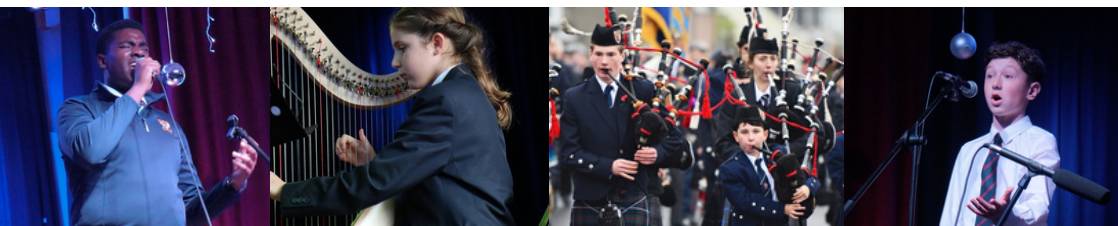
Ensembles and Performance

One-third of our Senior School pupils actively participate in the school choir.

Musicians are given year-round opportunities to perform in front of an audience at major annual events such as Lathallan Young Musician of the Year, Presentation Day and the Cabaret Creative Arts Dinner.

Annual school productions see every pupil taking to the stage in some form, whether that's acting, dancing, directing, designing the set and props, or as part of the technical production team.

First established in 1964, the Lathallan School Pipe Band offers weekly lessons in piping and drumming plus full Pipe Band rehearsal.



Our Environment



All of our pupils learn in the fresh air, immersed in nature, helping them to connect with others, themselves and the environment. By committing to teaching both inside and outside the classroom, our pupils understand that learning occurs everywhere.

With a treehouse classroom, zipwires, polytunnels and allotments, a potato field, an apple orchard, chickens, ducks, and alpacas – it's a pretty special place!

Our diverse school farm offers a range of valuable lessons in animal care, environmental awareness, sustainability and healthy eating as young people see first-hand how fresh produce travels from farm-to-fork.



Lathallan's Head of Pastoral Care, Len Wiltshire, said:

"The mental health benefits of interacting with animals are well known and there is considerable research that shows that alpacas make great therapists. Our newest additions have the potential to contribute to the wellbeing of our school community in a very real sense. Having the opportunity to care for and spend time with these animals is encouraging our pupils to appreciate the influence that such positive interactions can have on their own mental health and that of others."

Food and Nutrition

We believe that a balanced diet is fundamental to a student's success and happiness. All meals are served in our communal Dining Hall, where staff and students eat together. Our catering team prides itself on providing "home-cooked" style meals using fresh, locally sourced ingredients whenever possible.



BOARDING HOUSEPARENT (RESIDENTIAL) JOB DESCRIPTION

OVERVIEW

Department/ reporting to: Head of Pastoral Care & Headmaster

Employment status: Permanent

Responsible for: Assistant Houseparent and all members of the house team

This post requires someone who likes and understands children and young people, has a warm and sympathetic personality and is able to demonstrate effective decision making. They should have good inter-personal skills with children and young people, as well as their parents and guardians, and be a good listener, flexible in outlook, reliable, warm and friendly in disposition. They should have sufficient sensitivity to show tact and diplomacy. A sense of humour, a strong sense of calm and an even temper dealing with all situations in a co-operative manner are also fundamental to carrying out this job effectively.

This is a residential position for term time only, plus sufficient time at the beginning and end of term to prepare the boarding house. The Houseparent will, together with the Assistant Houseparent and Matron, work to provide a warm, welcoming environment within the boarding house where pupils should feel relaxed, comfortable and at home. Lathallan does not have weekend schooling, so the postholder will be expected to plan and deliver a programme of weekend activities for our full boarders.

The postholder will be expected to contribute to the wider Lathallan community, whether that be as a teacher in the classroom, on the sports field, on our wider estate, or adventuring beyond the school gates.

Applicants will require good organisational skills and initiative and the ability to work with a significant degree of autonomy, combined with strong 'team player' instincts and a good sense of school community.

All members of the Lathallan staffing team are expected to maintain high professional standards in all contact with students and colleagues and to act with impeccable integrity.

Terms and Conditions:

- To take up the post, a successful applicant(s) must be registered with the General Teaching Council for Scotland. Candidates who are registered or eligible to register with the SSSC may also be considered.
- A first aid at work or similar certificate is a requirement.
- A successful PVG check will be required.
- The ability to drive and take a Midas minibus test is a requirement.
- Salary will be according to Lathallan salary scales & pension, and based on experience and expertise.
- The appointment will be made subject to two satisfactory references being provided.

Core Responsibilities:

Regulatory Governance & Strategic Leadership

- Overall responsibility for boarding pupils (age range 11 to 18).
- Responsibility for the production of the Boarding improvement plan & compliance with Care Commission and SSSC regulations.
- Act as liaison with the Care Commission and SSSC.
- To lead and review boarding rules and policies with the pupils, boarding staff, Senior Master and Headmaster.
- Surveying stakeholders in consultation with the Head of Pastoral Care & Headmaster.
- Participating in any arrangements for the appraisal of his/her performance.

External Relations & Admissions

- Working with the Head of Admissions on the promotion of boarding and international student guardian arrangements.
- To liaise with parents and guardians over termly & exeat weekend arrangements and transportation.
- Communicating and co-operating with persons or bodies outside the School.
- Communicating and consulting with the parents of pupils.

Internal Coordination & Staff Liaison

- To meet regularly with the Heads of Pastoral Care.
- To liaise with the Catering Manager over weekend meals.
- Ensure when going off duty, all relevant information is communicated to boarding staff.
- To undertake such other duties as may be reasonably required by the Headmaster.

Operational Management & Activities

- To organise weekly, evening and weekend activities for boarders.
- To run and organise weekend activities for full and weekend boarders with support from senior school teaching staff.
- Supervision or delegation of prep periods Monday to Thursday.
- Use of skill areas in the daytime running of the school as required.
- To be aware of all appropriate emergency procedures and to be trained in First Aid.

Pupil Progress, Welfare & Pastoral Care

- Promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to him/her.
- To welcome all new pupils into the House, and to integrate them as far as possible in all aspects of boarding life.
- To be aware of, and respond to, the special needs of individual boarders, including those with different cultural backgrounds, and to be aware of the changing needs of all pupils as he/she develop.
- Providing guidance and advice to pupils on educational and social matters; making relevant records and reports.

Reporting & Documentation

- To write progression reports on students at the end of each term.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Making records of and reports on the personal and social needs of pupils.

Continuing Professional Development (“CPD”)

- reviewing on an ongoing basis his/her methods of pupil engagement and programmes of work and complying with the arrangements the School has in place for CPD which shall include maintaining his/her professional expertise. These will be committed to an annual plan with Houseparent being required to maintain an individual CPD record which he/she shall produce on request

Discipline, Health and Safety:

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both on the School premises and when engaged in authorised School activities elsewhere
- The compliance with trips policy and production of appropriate risk assessments

Meetings:

- Chair and produce minutes for fortnightly boarding staff pastoral meetings
- With the pupil Heads of Boarding, chair and produce minutes for fortnightly meetings

Other Duties:

- It is anticipated that the post holder will teach or have the ability to deliver sport or outdoor learning. Experience in teaching Geography or Support for Learning are of interest. For sports coaching, experience in netball or athletics is desirable.

Benefits:

- The successful candidate will take up accommodation within the Castle in a recently refurbished two-bedroom flat.
- The school, with the exception of a private telephone line, will meet all service charges with the additional provision of school meals for the successful candidate and his/her family in term time and when available.
- Company events
- Company pension
- Use of our gym
- Employee discount on school fees
- On-site free parking

Start Date: 17/08/26

The start date for the post is August 17th 2026, with accommodation being available slightly before this date.

Apply:

A letter of application, addressed to the Headmaster, and a CV with at least 2 references should be submitted to the School Secretary, office@lathallan.org.uk by Monday, 11th May at 1pm. Interviews will take place shortly afterwards.

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