WELLINGTON COLLEGE INTERNATIONAL PUNE

A K-12 International School

Appointment of

# Head of Boarding and Housemaster or Housemistress

Wellington College International Pune
Location – Pune, India
Start date – April 2027



# Working for
# Wellington College International Pune

Wellington College UK is one of the world's most respected independent schools, founded on a distinguished heritage yet defined by a bold commitment to innovation in education. Consistently ranked among the top ten schools globally for the International Baccalaureate Diploma Programme (IBDP), Wellington UK is celebrated not only for academic achievement but also for its world-class excellence in sport, the arts, and pioneering work in wellbeing.

Bringing this global vision to India, Mr. Anuj Aggarwal, a trailblazer in Indian education and co-founder of the acclaimed Unison World School, partnered with Wellington College International to establish Wellington College International Pune (WCI Pune). Inspired by Wellington's ethos of holistic education and future-focused learning, Mr. Aggarwal is committed to redefining educational standards for students in India. As the eighth school in the Wellington College International family and the first in India WCI Pune draws strength from deep collaboration with Wellington College UK, as well as its thriving family of schools across the world.

Set on a state-of-the-art campus designed by MICA, an award-winning British architectural practice, WCI Pune (when at capacity) will be a co-educational day and boarding school for over 1,000 pupils aged 2 to 18. The learning journey begins with the Early Years Foundation Stage (EYFS) and the English National Curriculum, leading to the IGCSE course of study in Grades 9 and 10 (Years 10 & 11). In the Sixth Form, students undertake the prestigious International Baccalaureate Diploma Programme (IBDP), equipping them for success at the world's leading universities.




Nestled on the banks of the Mula-Mutha river in Wagholi, Pune, the school offers a lush, inspiring environment within easy reach of the airport and the city's finest residential, hospitality, and cultural developments. With its unique blend of British heritage, Indian vision, and global collaboration, Wellington College International Pune is set to become a benchmark for educational excellence in India.

# Our Family of Schools

A connected international community, united by shared values and a commitment to holistic education.




## ONE FAMILY. MANY COMMUNITIES.

### UNITED KINGDOM

The founding school in Crowthorne, Berkshire, established in 1859; its heritage and ethos inspire the wider Wellington family.

### CHINA

A network across Tianjin, Shanghai, Hangzhou and Nantong, bringing together international schools and bilingual Hiba academies.

### THAILAND

Wellington College International Bangkok opened in 2018, with a forward-looking campus and a strong focus on holistic education.

### INDIA

Wellington College International Pune opened in 2023, bringing the Wellington approach to a purpose-built riverside campus.

### INDONESIA

Wellington College Independent School Jakarta is open and welcoming admissions for the 2026–27 academic year.

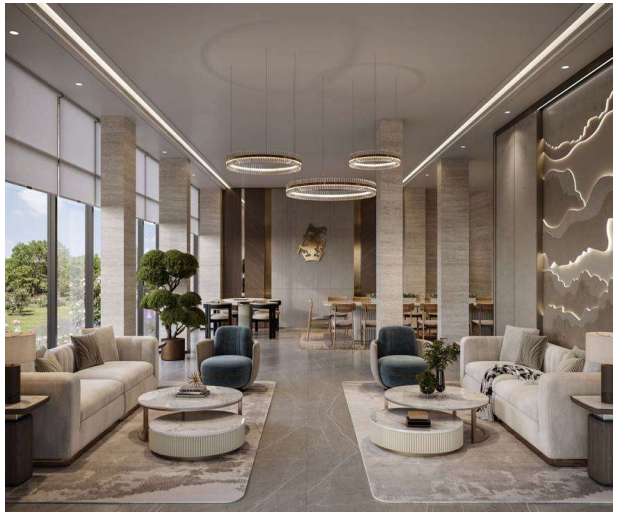
### GROWING GLOBAL REACH

Further schools are planned or developing in locations including Lagos, Qatar and Kenya.

*Shared purpose: pioneering education to serve and help shape a better world.*

# Boarding at Wellington College International Pune







**≈176**

Students

The boarding building is designed to accommodate 176 students (104 boys and 72 girls), with separate residential floors for boys and girls, dedicated staff accommodation on each floor, and a mix of single and double-occupancy en-suite rooms.

Artist's impressions of the boarding house.

# Boarding at Wellington College International Pune









Artist’s impressions of the boarding house.



# PUNE

# INDIA

MAHARASHTRA • WESTERN INDIA

## About Pune

Pune is a major city in Maharashtra, western India, known for its educational institutions, cultural heritage and growing business sector. Set on the Deccan Plateau near the Sahyadri (Western Ghats), the city combines a vibrant urban lifestyle with green hills and scenic landscapes nearby.

## Nearest Airports

Pune Airport (Lohegaon) serves domestic routes and selected international services. For a wider choice of international connections, travellers may connect via Mumbai, Delhi or Chennai.

PUNE, INDIA

# Climate & Landscape

A city framed by the Sahyadri hills, with warm summers, monsoon rains and cooler winter nights.

**SUMMER | MARCH–MAY**

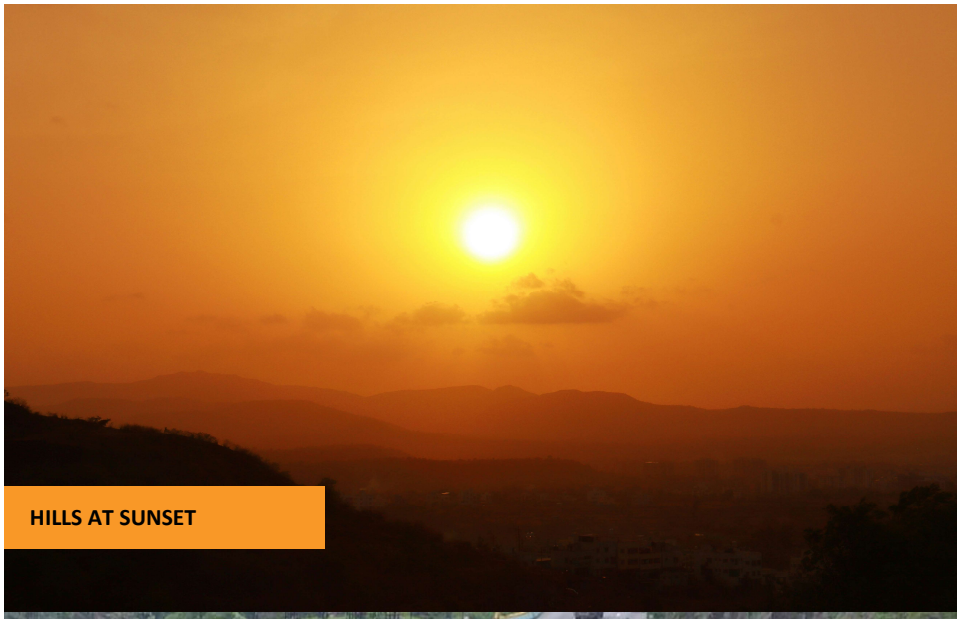
Typically the hottest period. Daytime temperatures may reach 30–40°C, with April often the warmest month.

**MONSOON | JUNE–OCTOBER**

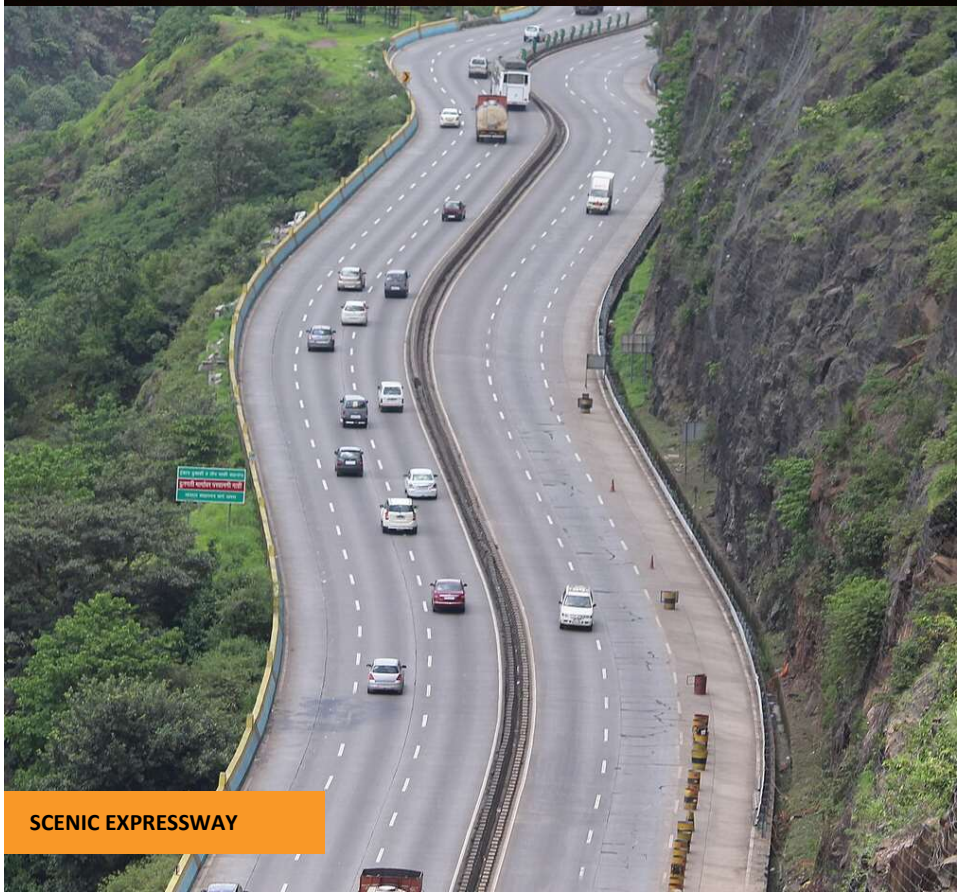
Rainfall brings greener landscapes. Most rain usually falls from June to September, with July typically the wettest month.

**WINTER | FROM NOVEMBER**

Days are generally pleasant, while nights can be cool—particularly in December and January.



HILLS AT SUNSET



SCENIC EXPRESSWAY

# Role and Job Specification

Wellington College is a values-based organisation, and the core values of Kindness, Responsibility, Respect, Integrity, and Courage underpin all interactions.

**Job Title – Head of Boarding and Housemaster or Housemistress**

Reports to – Master

Location – Pune, India

**Role Purpose**

The Head of Boarding will lead all aspects of provision in the boarding house, including overseeing pupils and the adults delivering the provision. The boarding house is to provide an extension to the educational experience of the school and retain an equivalent philosophy and ethos. The Head of Boarding supports each individual pupil's growth and development. The Head of Boarding must demonstrate an understanding of the wider curriculum and administration needs of the school, and achieve high standards by responding professionally, sensitively and caringly to the needs of the pupils.

**Residential position**

The position is residential, and the post holder will be required to live in accommodation as specified by the Master during term and contribute to all duties while pupils are living in school. In periods of absence from the House during term time, the postholder will arrange cover and all such absences should be pre-approved by the Master.



# Key Responsibilities: Overall expectations

## 1. Overall Expectation

- To reside within the House at all times during term time.
- To get to know each of the boarders as individuals and develop a strong understanding of their academic, pastoral and personal needs.
- To manage and provide effective leadership to the relevant boarding staff.
- To ensure excellent academic and pastoral care and support for all boarders.
- To promote excellent working relationships with parents and guardians and respond promptly and appropriately to their concerns.
- To draw up a strategic development plan for the Boarding programme, as required by the Master, and take responsibility for its effective implementation.
- To play an active role in promoting and marketing the School by attending relevant marketing events, both on and off site, and conducting tours for prospective parents.
- To manage the budget delegated to the Boarding House effectively and responsibly.
- To organise a varied and engaging programme of activities for the Boarding House, including opportunities for social interaction, charity initiatives and community service.
- To maintain high personal standards of punctuality and reliability in relation to House responsibilities and events, together with an appropriate and professional appearance.
- To maintain the highest standards in all duties and responsibilities, whether administrative or teaching-related.
- To attend all major School events, as required by the Master.

# Key Responsibilities: Welfare and Pastoral Care

## 2. Welfare and Pastoral Care

- To promote and maintain a safe, supportive and nurturing environment that, wherever possible, meets the National Minimum Standards for Boarding, while recognising the specific requirements and context of an international school.
- To play a leading role in ensuring the welfare, wellbeing and personal development of all boarders.
- To ensure the safety and wellbeing of boarders and boarding staff by maintaining accurate records, identifying and addressing potential hazards, and reporting any concerns or issues promptly.
- To promote and safeguard the welfare of children and young people by adhering to, and ensuring compliance with, the School's Safeguarding and Child Protection Policy at all times.
- To organise the induction of new boarders into the House, ensuring that they feel welcomed, secure and familiar with the values, routines and expectations of the House.
- To positively encourage and support pupils in pursuing their individual interests and activities and to develop positive, trusting relationships with them.
- To evaluate pastoral care data, records and observations and use this analysis to identify good practice and areas for improvement.
- To support the effective development of pupils' individual and collaborative study skills, enabling them to become increasingly independent and responsible for their learning.
- To encourage pupils to participate appropriately in the Boarding activity programme and monitor their participation and engagement.
- To keep parents and guardians appropriately informed, by telephone, email or written communication, of any matters affecting the welfare, wellbeing or happiness of their children.
- To ensure high-quality, timely and sensitive communication between parents/guardians and all boarding staff.
- To seek appropriate advice and support for pupils who give cause for concern, whether academically, pastorally, socially, emotionally or behaviourally.
- To liaise closely with the Health Centre staff regarding the general health and lifestyle of boarders and maintain effective communication with the nursing team and/or Designated Safeguarding Lead (DSL) regarding any individual health, welfare or safeguarding concerns.

# Key Responsibilities

### 3. Management of Boarding Staff

- To oversee the induction and ongoing training of all boarding staff, ensuring alignment with the School's ethos, values, policies and expectations.
- To provide high-quality induction, guidance and ongoing support to boarding staff, identifying and facilitating appropriate professional development opportunities based on individual needs.
- To assess and monitor the performance of members of the Boarding Team in accordance with the School's Performance Appraisal Policy and provide regular feedback and support to promote continuous improvement.
- To devise, manage and regularly review staff duty rotas to ensure appropriate staffing levels, effective coverage and the smooth operation of the Boarding House.

### 4. Development of Boarding

- To work closely with the Master to develop and implement a clear vision and strategic direction for the Boarding programme, including the introduction of weekend boarding from August 2027.
- To work closely with the Admissions and Marketing teams to promote and market the Boarding programme, including representing the School at Open house, fairs and other relevant events, both on and off site and in other cities, as required.
- To work collaboratively with the Leadership Team to ensure the Boarding programme remains proactive, innovative and responsive to the evolving needs of pupils and the School.
- To ensure that the Boarding provision effectively meets the academic, pastoral, social and co-curricular needs of all boarders, enabling them to achieve excellent outcomes and thrive within the School community.
- To liaise closely with the Master on all matters relating to the development and operation of Boarding.
- To consult with the Finance and Operations teams regarding any proposed changes to the Boarding House's facilities, fabric, fittings or infrastructure, ensuring that such changes are appropriately planned, costed and approved.

# Key Responsibilities

### 5. Professional Development

- To engage in continuous professional development and reflective practice, actively seeking opportunities to enhance knowledge, skills and effectiveness in the role.
- To remain open to new ideas, approaches and initiatives, and to contribute constructively by sharing ideas and professional expertise with colleagues.
- To regularly reflect on professional practice and share relevant experiences, learning and good practice with colleagues to support collective development.
- To attend and participate fully in School-led professional development programmes, training sessions and other learning opportunities, as required.
- To attend staff meetings, briefings and other relevant meetings as and when required, contributing positively and constructively to discussions.

### 6. Policies and Procedures

- To be fully conversant with the School's Health and Safety Policy and monitor its implementation within the Boarding House, promoting a positive and proactive approach to health and safety among all pupils and boarding staff.
- To be familiar with and adhere to all relevant School policies and procedures, particularly those relating to child protection, safeguarding, anti-bullying, health and safety, e-safety and substance misuse.
- To maintain an up-to-date understanding of the requirements of the National Minimum Standards for Boarding Schools and ensure that the Boarding House operates in accordance with these standards, wherever applicable within the international school context.
- To be fully familiar with the contents of the Boarding Handbook and ensure that relevant expectations, procedures and routines are communicated effectively to pupils and boarding staff.
- To be familiar with the School's fire safety, emergency evacuation and lockdown procedures and, where designated as the responsible person on site, respond appropriately in the event of a fire alarm or other emergency.

# Key Responsibilities

## Policies and Procedures

- To help maintain comprehensive and accurate records for each pupil within the House, including relevant pastoral and boarding information, through OneNote or the School's designated system.
- To contribute to the development and maintenance of Boarding House displays, ensuring that they reflect current activities, achievements, experiences and the life of the House.
- To ensure that any necessary amendments to the Boarding timetable are implemented promptly and communicated clearly to all relevant staff and pupils, ensuring adequate cover is maintained in the event of staff absence.



# Person Specifications and Personal Attributes

## Person Specifications

- University degree/Relevant teaching qualifications
- Certification in safeguarding desirable
- Previous leadership and management experience is desirable
- Exemplary levels of written and spoken English
- Demonstrable experience in boarding in either a UK or any international school
- Experience with premium international schools

## Personal Attributes

- Cross-cultural working experience is a significant advantage
- Sensitivity to local customs and culture
- Be able to assess pupils' interests, needs and developments
- Excellent communication skills, written and spoken
- Displays passion for the education industry and boarding in particular
- Record of problem solving, strategic thinking and delivering significant impact
- Pro-active, self-sufficient and pragmatic.
- Comfortable working at pace and with agility
- Ability to manage a range of concurrent projects effectively
- Judgement to prioritise a demanding workload
- Role models self-development and receptive to feedback
- Personal integrity, accountability and credibility

# How to Apply

Please submit a completed application form, together with your CV/résumé and a cover letter addressed and email it to – careers@wellingtoncollege.in

### Timelines and Selection Process:

Deadline for applications: 6th November 2026

Shortlist Interviews: 30th November 2026

Wellington College International Pune reserves the right to appoint a candidate prior to the closing date. Early applications are therefore encouraged.

### References

Please note that we will wish to contact the referees of all shortlisted candidates. If you have a specific preference that we should not contact someone immediately, please indicate this in your application.

### Safer Recruitment Policy/ITFCP Statement of Commitment

Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Pune is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks.

All international colleagues will, where appropriate, require the customary International Child Protection Certificate (ICPC).