



Head of Boarding

Job Description and Person Specification

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title: Head of Boarding

Hours of work: Full Time

Remuneration: Commensurate with experience

Responsible to: Head Teacher

Start Date: September 2024

Main Responsibilities:

Your Professional Duties

Responsibility to be taken for the coordination of the Boarding House and the welfare of those children staying in it whether on a full, weekly or flexi basis.

Specific Duties and Responsibilities

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

- Acting in loco-Parentis for the boarders entrusted to their care;
- To be responsible for the running of the Boarding House liaising with the matrons and the duty member of staff on a day to day basis;
- Ensuring, in consultation with matrons, that the Boarding House is a clean, safe, professional but homely and welcoming environment in which children can thrive;
- Being an active and visible presence particularly at key times such as bedtime, wake up and meals;
- To devise resident duty rotas and boarding house routine schedules;
- To be responsible for the updating /review of the Boarding Handbook and other policies;
- To ensure that all new boarding staff receive induction;
- To ensure all new boarders receive induction;
- To organise the allocation of children to their dormitories;
- To welcome boarders and their parents at the start of the academic year and at the start of terms and after half term;
- To ensure that the boarders attend early morning music practice on time and vacate the Boarding House in time for registration;
- To check on the tidiness of the dorms with Matrons;

- Co-ordinate and run a Boarding House reward competition that encourages prompt rising, tidy dorms and good behaviour through the awarding of dorm points;
- To ensure resident staff oversee the academic work undertaken by boarders through the monitoring of preps and organisers and to ensure that there is an evening reading programme for the younger children;
- Support and advise resident staff and the Duty Teacher on matters affecting the boarders;
- To supervise chorister prep on Saturday morning after breakfast;
- To maintain regular contact with Boarding House staff to address pastoral concerns and matters of boarding routine;
- To hold meetings with the boarders through the “Boarders’ Forum” to gain feedback from the children and ensure that the aims of the Boarding Policy are being met;
- To administer the school pastoral survey;
- To liaise with the senior boarder over arranging routines;
- To liaise with parents on boarding matters;
- To carry out fire evacuation drills on a regular basis and be the person responsible for the Fire Alarms from 5pm to 8am, except on evening off;
- To keep a record of any pastoral concerns involving boarders that may require further discussion at a full staff meeting;
- To look at the Incident Book kept in the matrons’ room every Monday and sign;
- To check all buildings are secure in the evening;
- To encourage a family atmosphere
- To contribute to the School Newsletter;
- To deal with any minor disciplinary issues that may result in a loss of privileges. More major issues will follow the school disciplinary policy;
- To be accountable to the Head on all boarding matters;
- Undertake duties as set out;
- To be the line manager for the matrons;
- Ensuring that appropriate risk assessments are carried out for any trip that the choristers are involved in;
- Being responsible for the publication of the matrons’ duty rota and fair allocation of medical and housekeeping duties.
- Be present at all breakfasts and suppers and at all match fixtures.
- Supervision of the boarders in the evenings (on rota)
- Weekend supervision of boarders in the mornings/afternoons (on rota)

Full Boarders

- Acts as parent to Full Boarders and ensuring that their all needs are met liaising with the Head and academic staff as appropriate;
- Ensure positive relations are maintained with their parents and guardians;
- Arrange and maintain the ability for children of overseas families to video call their parents;
- Be responsible for ensuring that appropriate travel arrangements have been made for pupils coming to and from school.

Pastoral Care

- Be fully conversant with, and applying, the School’s child protection policy and all related issues
- Promote good attendance and monitor it in accordance with School policy
- Promote the general progress and well-being of pupils in your care
- Support each pupil to achieve their potential

	<p>Professional Standards</p> <ul style="list-style-type: none"> • Support the aims and ethos of the School • Treat all members of the School community with respect and consideration • Treat all pupils fairly, consistently and without prejudice • Set a good example to pupils in terms of appropriate dress, punctuality and attendance • Participate in the School’s extracurricular programme • Take responsibility for personal professional development within the School’s CPD programme • Attend all departmental and staff meetings • Ensure that all deadlines are met as published in the School calendar • Take responsibility for matters relating to health and safety • Undertake duties that may be reasonably assigned by the Head (directly or indirectly) <p>Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.</p> <p>This list is not intended to be exhaustive, and you may be required to undertake other comparable duties as School requires from time to time.</p>
<p>Monitoring, Assessment, Recording, Reporting, and Accountability</p>	<ul style="list-style-type: none"> • To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge. • To contribute towards the implementation of Individual Pupil Profiles, particularly the planning and recording of appropriate actions and outcomes related to set targets in liaison with the SENCO. • To assess pupils’ work systematically and use the results to inform future planning, teaching and curricular development. • To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents. • Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
<p>Subject Knowledge & Understanding</p>	<ul style="list-style-type: none"> • To have a thorough and up-to-date knowledge and understanding of the subjects being taught, level descriptors and specifications for examination courses. • To keep up to date with research and developments in pedagogy and the subject area
<p>Professional Standards and Development</p>	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School’s handbooks and support all the School’s policies, e.g. those on Health and Safety, Safeguarding etc.

	<ul style="list-style-type: none"> • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To complete the on-line training courses as required by the school • To provide the documentation required to carry out a DBS check. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. • To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> o have SEN; o are gifted and talented; o are not yet fluent in English. • To uphold the school's core values.
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Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	Bachelor's degree	QTS Proven commitment to continued personal development.	Production of the Applicant's certificates
Experience:	<p>Relevant head of boarding or house parent experience</p> <p>Of using a number of assessment, recording, and planning strategies.</p> <p>Experience managing challenging behaviour.</p> <p>Experience using a number of varied resources to deliver their lessons.</p>	<p>Experience of the independent school sector, and how individual schools operate within.</p> <p>Experience leading a subject area.</p> <p>Experience dealing with pupils with SEN.</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Skills:	An excellent written and verbal communicator.		<p>Contents of the Application Form</p> <p>Interview</p>

	<p>Excellent time management skills. An exceptional teacher.</p> <p>The ability to contribute to the school as a whole.</p> <p>Plan, set, and assess homework that reflects individual needs.</p>		<p>Professional references</p>
<p>Knowledge:</p>	<p>Excellent, up to date, working knowledge of the EYFS and National Curriculum and how independent schools operate within it.</p> <p>Know a range of assessment approaches, and how to use the data collected from it to best benefit the pupil.</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>