

JOB DESCRIPTION

POSITION: Head of Boarding

JOB OVERVIEW

Summary of role

This job description provides a guide to the duties of the Head of Boarding at Rookwood School. It is not wholly definitive and the post holder may be required to undertake related tasks which may be reasonably requested by the Headmaster.

Reports to: Head or Deputy Head Pastoral

Reports in:

	Aims of the role
	<ol style="list-style-type: none"> 1. To provide all boarders with the best possible boarding experience by providing a home-from-home challenging yet supportive environment. 2. To ensure the safety of all boarders through appropriate discipline, emotional support, physical and pastoral well-being and moral guidance, sharing the school's ethos at all times. 3. To efficiently manage the staffing, organisation and resources of the boarding provision. 4. To oversee the Health and Safety standards and requirements within the house and for external activities undertaken by the boarders. 5. To effectively manage the boarding house team.
KEY TASKS	Welfare, Care and Student Development
	<ul style="list-style-type: none"> • To establish excellent, professional pupil relationships based on trust and respect, being aware of the individual and their circumstances, needs, strengths and weaknesses of each pupil thereby allowing the individual the opportunities to develop their talents and skills to their optimal point. • To be aware of and to implement and develop the National Minimum Boarding Standards (NMBS) for Boarding Schools, including undertaking an annual audit of the policies and boarding handbook and their implementation. • To be fully aware of the School's policies and procedures, ensuring that all boarding staff and gap students are also familiar with the relevant policies and procedures and the behaviours expected. • To fully support the School's disciplinary policy and to define and implement a clearly understood fair system of sanctions within Boarding in line with the School's code of conduct. To inform the School's designated safeguarding lead of any concerns regarding child protection or of safeguarding or anything that requires further action from the Head or Deputy Head. • To undertake Designated Safeguarding Lead training and be prepared to undertake the required actions in the absence of the Head or Deputy Head. • To ensure the pupils have a voice, providing them the opportunity to meet regularly to discuss any concerns. • To develop within the pupils a collective sense of responsibility and sensitivity of the needs of others, encouraging support and help for each other as appropriate. • To ensure the physical and emotional safety and security of all pupils in Boarding at all times they are within the School's care. • To keep relevant and suitable records of pupils' welfare, emotional problems, achievements and misconduct especially pertaining to trips and visits, permission to stay with friends and guardians always in line with data protection requirements.

- To develop excellent links with Form tutors, the Deputy Head and other relevant School staff to ensure necessary information is communicated safely and confidentially.
- To liaise closely and regularly with parents and guardians, building effective professional relationships of trust.
- To arrange, transport and support pupils requiring health appointments at the doctors, dentists, opticians or hospital.

Management and Organisation of Staff and Resources

- To ensure the minimum standards required by the NMBS and the Independent Schools Inspectorate (ISI) are fully implemented at all times and any issues are brought to the attention of the relevant members of the Senior Leadership team (SLT).
- To develop, manage and lead the Boarding House staff and gap students by reviewing performance and continuous professional development through an annual appraisal.
- To plan and manage the weekly rota for the boarding team, ensuring sufficient cover at all times.
- To hold formal team meetings to ensure there are strong communication links with all House staff and that vital information about pupils' welfare is always passed on to the appropriate people.
- To be responsible for the houses furnishings and fittings and maintenance matters at the houses, working closely with the Bursar and Head of Operations to achieve a safe attractive well-maintained environment.
- To be responsible for the boarders' pocket money and expenses, liaising closely with the Bursary account's office.

Duties and Tasks

- To assist the Head and Head of Marketing and Admissions in the development of the boarding strategy and to promote boarding. This will include attending Open Days and Boarding Fairs and by being available to prospective parents wishing to view the boarding provision.
- To develop a full and varied programme of extracurricular activities for boarders during the evenings and weekends.
- To develop a programme of popular trips which are fully supported by the house staff.
- To liaise with the Chef, ensuring the dietary requirements of all pupils are met, in line with the NMBS.
- To liaise with the Housekeeper to ensure the smooth running of the house.
- To create an ongoing development plan for the Head.
- To be resident in the House accommodation provided by the School during term time and to be available to coordinate the beginning and ends of term. To recognise that the Head of Boarding is 'on call' for advice and necessary action at all times, even when officially 'off duty' if a colleague calls for assistance in an emergency. This may include caring for sick pupils during the School day.
- To be available to supervise prep especially for the younger pupils and those older pupils who may require more dedicated attention.
- To ensure pupils are able to take part in local activities by transporting them if required.
- To be resident in the Boarding House two days before the start of each term and at least two days after the end of each term.
- To attend internal and external School meetings and functions as are appropriate to the role.
- To perform any other key tasks which the Headmaster may reasonably request.
- To maintain all administration files detailing procedures and routines to a high standard.
- To maintain individual pupil files as appropriate.
- To be responsible for the security of the Boarding Houses and when using outside of School hours, the School facilities used by Boarders.
- To ensure all boarders receive a healthy breakfast before leaving for School.
- To ensure pupils receive any relevant medical intervention correctly and that it is recorded.
- To be able to cook and serve simple meals for the Boarders at the weekend.
- To undertake training and development as reasonably required by the SLT.

Additional areas

- When Open Days or other School activities are on Saturdays, weekly boarders may stay at school on the Friday night if they wish to do so: supper on Friday evening and breakfast and lunch on Saturdays must then be provided.
- In addition, the Head of Boarding takes on the role of **Designated Safeguarding lead** where a safeguarding situation arises in the absence of the Deputy Head (the school's Designated Safeguarding

Lead) or the Headmaster (the school's Deputy Designated Safeguarding Lead). If necessary, training will be provided.

- The long holidays compensate for a busy term-time routine. The House Staff usually have three weeks holiday at Christmas and Easter and seven weeks in the summer, in addition to the half-terms. They start their holiday at the weekend after the boarders leave, having supervised the organisation of end of term laundry and seen that the domestic and caretaking staff know exactly what holiday jobs need doing, and they return during the weekend before the boarders are due back.
- Accommodation is a self-contained flat consisting of a bathroom, combined lounge, diner and kitchen and a double bedroom and is available to the Head of Boarding throughout the year. A salary will be agreed with the successful candidate, depending on qualifications and/or experience. During the term, the Head of Boarding will receive full board and lodging during term time and the use of school accommodation during the holidays if required. It may be possible for the Head of Boarding's partner to take a role within School and boarding. Anyone living with the Head of Boarding will be subject to the usual safeguarding checks including an enhanced DBS check.
- The Head of Boarding needs to have energy, enthusiasm, a sense of humour and patience and should see the need for firm but caring discipline. Above all, the successful candidate should genuinely like children and teenagers, and thoroughly enjoy their company.
- The Head of Boarding will be expected to take an active interest in the life of the school as a whole – and is welcome to spend break times in the staffroom, to have lunch with the teaching staff, to attend morning Assemblies and to go to relevant staff meetings. From time to time the Head of Boarding may be invited to go on outings or field trips.

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or an equivalent qualification from a recognised university either in the UK or overseas • Evidence of BSA boarding training, or equivalent 	<ul style="list-style-type: none"> • A levels or relevant qualification
Experience	<ul style="list-style-type: none"> • Good understanding of Boarding National Minimum Standards • Evidence of leadership and line management experience in a boarding house • Evidence of implementing strategies which positively impacted on the boarding experience of the pupils • Experience of excellent pastoral care of children in an educational environment, including those with complex needs, requirements and other sensitive areas. • Experience of working with children in a residential setting • Knowledge and understanding of the requirements of teaching at secondary level, including GCSE and A Level 	<ul style="list-style-type: none"> • Significant ongoing training in boarding
Knowledge	<ul style="list-style-type: none"> • Ability to communicate effectively with staff, parents and pupils of all nationalities • Ability to engage with and impress prospective parents 	<ul style="list-style-type: none"> • A clean driving licence. A D1 minibus licence or a willingness to obtain one

	<ul style="list-style-type: none"> • Ability to manage children in groups and enforce rules and routines • A passion for the broader education of children • Strong time management and organisation skills 	
Skills and Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills, with the ability to develop effective working relationships with others • Commitment to the safety, health and well-being of children and young people • Tact, patience and empathy in dealing with individuals • Pragmatism and a 'can do' approach • Commitment to professional development • Committed to the ethos of an independent boarding school, including weekend and evening commitments • Strong attention to detail, and excellent time management skills • Enthusiastic, diplomatic and calm under pressure • Able to work independently with initiative but also as a flexible team player • Must have a sense of humour 	<ul style="list-style-type: none"> • Able to advise pupils, parents and staff insightfully • Interest in continuing professional development of self and other staff • A perceptive understanding of teenagers and their needs and expectations
Personal Qualities	<ul style="list-style-type: none"> <input type="checkbox"/> Be an effective team player that works collaboratively and effectively with others <input type="checkbox"/> Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences <input type="checkbox"/> Support, motivate and inspire both colleagues and pupils by leading through example <input type="checkbox"/> Suitability to work with children <input type="checkbox"/> Confidence, warmth, sensitivity, reliability and enthusiasm 	
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> safeguarding and child protection equalities <input type="checkbox"/> promoting the school's vision, values and ethos <input type="checkbox"/> high quality, stimulating learning environment <input type="checkbox"/> relating positively to and showing respect for all members of the school and wider community <input type="checkbox"/> ongoing relevant professional self-development 	

I have read and understood the responsibilities for the position of XXXXXXXX. I am aware that the Job Description is subject to change accordance with the needs of the business. I accept that I am fully responsible and accountable for the nursery and will operate the nursery within the legislative parameters set by the relevant bodies.

Name:

Signed:

Date:

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).