**JOB DESCRIPTION**

Job Title: Head of Boarding

Job Purpose: To lead the boarding team in the running the boarding houses in accordance with the National Minimum Standards for Boarding Schools

Responsible to: The Head of Pastoral Care / Head Teacher

Line Manager to: Boarding House Managers (including Relief House Managers)

This job description provides a guide to, and general description of the duties and responsibilities of the Head of Boarding. It is not intended to be wholly definitive; therefore, the incumbent shall not be constrained from providing such support as may be properly attributed by the company over time to the role of the Head of Boarding. In this respect, the Head of Boarding (HoB) will be expected to undertake any other related tasks as may reasonably be requested by the Head.

All employees have a duty for safeguarding and promoting the welfare of children and young people. Staff must be aware of the college’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead (DSL) without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the college as relevant to their role.

**Aims and Functions**

* To act ‘in loco parentis’ for the students and to provide all boarders with the best possible experience of a boarding education by ensuring a structured, inspiring and supportive environment: a home from home for boarders.
* To take a lead on safety, good discipline and pastoral well-being of all boarders.
* To line-manage a team of boarding House Managers and Relief House Managers.
* To keep the Head of Pastoral Care / Head informed on all student welfare concerns.
* To be an active member of the school’s management.
* To liaise with the Nurse to ensure student medical needs are managed.

**Care, Welfare and Development of Boarders**

The Head of Boarding should:

* Ensure staff know each student personally and be concerned for their development – academic, social and personal welfare.
* Liaise with college staff with regards to the students’ pastoral welfare.
* Develop awareness of general health, hygiene, eating and sleeping matters and keep the boarding staff and nurse informed of any concerns.
* Monitor behaviour and deal appropriately with any disciplinary issues, ensuring colleagues are kept fully informed.
* Manage House staff in monitoring tidiness of rooms and communal areas, ensuring there are clear and open communication between domestic staff and House Managers.
* Ensure that all polices are correctly followed by all boarding staff and to monitor this through regular observations and meetings with staff.
* Ensure the safeguarding policy is followed by the whole boarding team.
* Organise, chair and facilitate the Boarding staff team meeting.
* Meet with Head of Pastoral Care / Head on a weekly basis and to ensure they are kept fully up to date on all boarding and pastoral issues.
* Develop in the students a sense of collective responsibility and sensitivity to the difficulties and needs of others, and to encourage such support and help for each other as is appropriate.
* Ensure the safety and security (physical and emotional) of all students in boarding at all times when they are in the college’s care.

**Boarding Records**

The Head of Boarding will play a central role in managing and overseeing:

* that administration files detailing procedures and routines are fully maintained;
* that individual student files are fully maintained including, as appropriate, individual welfare plans / individual education plans;
* that special permission forms are completed;
* that careful records pertaining to trips and visits, permissions to stay away with guardian or parents are kept;
* that the daily logs, database entries, discipline, medication, sanctions and other centralised records are kept up to date;
* that full and appropriate records of all communications / contacts with parents and guardians are kept;
* the development and management of members of the boarding team through reviews of performances and continuing professional development in annual appraisal, and ensuring these processes are recorded;
* that new staff are reviewed during their probationary period, meeting and recording these meetings;
* that the furnishings, fixtures, fittings, all housekeeping and maintenance matters in the Boarding House are managed effectively.

**Duties and Tasks**

* To manage the room allocation system with the Head of Pastoral Care / Head in peak recruitment time and New Year intake periods.
* To lead student boarding induction, including police registration and organising the students to set bank accounts.
* To be responsible for making sure that the accommodation is presented in a tidy, professional and homely fashion, including ensuring boarding notice boards are kept up to date and maintained
* Under the direction of the Head, to ensure all policies and procedures are up to date and relevant.
* To ensure all staff are aware of policy and procedure.
* To meet regularly with boarding staff both as individuals and as a team.
* Under the direction of the Head, to manage boarding staff induction, appraisal and training.
* To attend such meetings and official functions as are appropriate to the role.
* To organise, record and participate in regular fire practices each term in the evenings and during the night.
* To ensure travel plans for students are effectively managed and students are safe throughout their journey.
* To perform any other key task which the Head may reasonably assign.
* To run Model United Nations / Service - co-ordination of community service as an extra-curricular activity, plus the running of the Model United Nations Society on Wednesday afternoons 1315 hrs – 1445 hrs and attendance at conferences, etc. (no MUN in the third term).

**Hours of Work (indicative)**

Term-time only (this includes working in half terms and working 48 hours prior and after student arrivals / departures)

Hours of work:

Monday: off

Tuesday: 3pm-10pm

Wednesday: 1.15pm-10pm

Thursday: 3pm-10pm

Friday-Saturday: 4pm-11pm

Sunday: 2pm-9pm

**Holiday**

Christmas – 3 weeks

Easter – 3 weeks

Summer – 8 weeks

**Training**

The Head of Boarding will be expected to undertake the relevant Boarding Schools’ Association qualifications at the level applicable, if they have not already done so. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

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