



JOB DESCRIPTION

POSITION: Boarding House Assistant

JOB OVERVIEW

Summary of role

- To provide all boarders with the best possible boarding experience by providing a home-from-home challenging yet supportive environment.
- 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.
- To efficiently utilise the resources of the boarding provision.
- To support the Headteacher in their responsibility with regard to the Health and Safety standards and requirements within the house and for external activities undertaken by the boarders.
- To be an effective member of the boarding house team.
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The Assistant House Parent will be responsible for the pastoral care and welfare of boarders usually aged between 5 and 18 years in our designated Boarding Houses.

Hours of work:

Every other weekend 4pm Thursday – Monday at 9am

On the alternate week either a Thursday 4pm – Friday at 9am or Friday 4pm – 11pm

Accommodation:

A Bedroom and ensuite provided when working (this is a non-allocated flat and is used by other when you are not working)

Reports to: Head of Boarding

Reports in: Nil

KEY TASKS

Welfare, Care and Student Development

- 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 apply the School's rules with regard to the National Minimum Boarding Standards (NMBS) for Boarding Schools, assisting the Head of Boarding in the annual audit of the policies and boarding handbook and their implementation.
- To be fully aware of the School's policies and procedures, and the behaviours expected.
- To fully support the School's disciplinary policy and to 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 Headteacher or Head of School.
- To listen to pupils, 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 Headteacher and other relevant School staff to ensure necessary information is communicated safely and confidentially.
- To liaise 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 as required.

Duties and Tasks

- To assist the Head of Boarding in the development of the boarding strategy and to promote boarding. This may include attending Open Days and Boarding Fairs and by being available to prospective parents wishing to view the boarding provision (when on duty)
- To develop a full and varied programme of extracurricular activities for boarders during the evenings and weekends.
- To develop a programme of popular trips.
- To ensure pupils are able to take part in local activities by transporting them if required.
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- To attend internal and external School meetings and functions as are appropriate to the role.
- To be able to drive the School minibus for boarding activities
- To perform any other key tasks which the Head of Boarding may reasonably request.

- To maintain all administration files detailing procedures and routines to a high standard.
- To maintain individual pupil files as appropriate.
- To act responsible in the security of the Boarding Houses and when using outside of School hours, the School facilities used by Boarders.
- To encourage all boarders to take a healthy breakfast before leaving for School.
- To ensure pupils receive any relevant medical intervention correctly and that it is recorded.
- To undertake training and development as reasonably required by the SLT.
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- **Domestic Duties**
- Ensure the laundry is started each morning (weekdays)
- Doing any ad hoc daily washing for boarders at evenings/weekends
- Preparing meals for boarders at weekend (reheating and cooking from fresh)
- Checking rooms for tidiness scores.

Safeguarding Responsibilities

- Rookwood School is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the school have a responsibility for safeguarding and reporting any concerns regarding students to the DSL. Your safeguarding responsibilities mean that you will need to:
 1. Demonstrate a commitment to promoting and safeguarding the welfare of children and young people in line with school policies and procedure.
 2. Respond and deal with incidents in a sensitive, empathetic, and supportive manner, reporting any incidents to the Head of Boarding and pastoral team.
 3. Be willing to undertake additional safeguarding training to enhance professional development

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Person Specification		
	Essential	Desirable
Qualifications	<p>A Levels or an equivalent qualification from a recognised school or college either in the UK or overseas</p> <p>Current first aid qualification (or willingness to gain certificate on taking up appointment)</p> <p>A full, clean driving license and ability to drive a minibus</p>	<p>BSA Qualifications</p> <p>Safeguarding qualification</p> <p>Hold a Boarding School Association qualification (or be willing to obtain one)</p>
Experience	<p>Experience of pastoral care of children in an educational environment</p> <p>Experience of working with children in a residential setting</p>	<p>2 years + Experience in working within a boarding setting</p>
Knowledge	<p>Ability to communicate effectively with staff, parents and pupils</p> <p>Ability to engage with and impress prospective parents</p> <p>Ability to manage children in groups and enforce rules and routines</p> <p>A passion for the broader education of children</p> <p>Strong time management and organisation skills</p> <p>Excellent interpersonal skills, with the ability to develop effective working relationships with others</p> <p>Ability to use own initiative and ability to work as part of a team Demonstrative integrity</p>	
Skills and Attributes	<p>Excellent communication, IT, organisational and management skills</p> <p>Ability to seek areas for improvement and to implement change</p> <p>Ability to relate effectively to a diverse range of students</p>	<p>Ability to make a significant contribution to the School's extension co-curricular programme</p>

	<p>Flexibility to adjust to change and development</p> <p>Ability to understand, review and evaluate the work of the boarding house against Boarding National Minimum Standards</p> <p>Ability to work under pressure and meet deadlines</p> <p>A commitment to developing your own skills, knowledge and understanding of the boarding sector, including a desire to engage in ongoing professional development</p> <p>An understanding of the importance of promoting and safeguarding the welfare of students</p> <p>Commitment to the safety, health and well-being of children and young people</p> <p>Committed to the ethos of an independent boarding school, including weekend and evening commitments</p> <p>Strong attention to detail, and excellent time management skills</p> <p>A commitment to team-work and working in a collegiate manner</p>	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ☐ A breadth of interest beyond the school curriculum that can be shared with students and staff ☐ A commitment to getting the best outcomes for all students and promoting the ethos and values of the school ☐ A commitment to ensuring equal opportunities for all stakeholders ☐ Emotional resilience ☐ Self-motivated with exceptional planning and organisational skills ☐ Willingness to participate enthusiastically in all aspects of the school's educational and boarding life ☐ Approachable, personable and confident ☐ A high level of personal and professional integrity, discretion and confidentiality ☐ A sense of humour, flexibility and proportion to approach the post in a well-balanced way ☐ 	
<p>Equal Opportunities and Commitment</p>	<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"> ☐ safeguarding and child protection equalities ☐ promoting the school's vision, values and ethos ☐ high quality, stimulating learning environment ☐ relating positively to and showing respect for all members of the school and wider community ☐ ongoing relevant professional self-development 	

I have read and understood the responsibilities for the position of Boarding House Assistant . I am aware that the Job Description is subject to change accordance with the needs of the business.

Name:			
Signed:		Date:	

Inspired Learning Group is 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).