

BOARDING ASSISTANT JOB DESCRIPTION

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post.

The School seeks to appoint an energetic and enthusiastic Boarding Assistant to join the Boarding Team. The post involves supervision of boarders before and after school and assistance with the administrative tasks associated with life in a boarding house. The successful applicants will join a lively and dedicated team of boarding staff led by the Head of Boarding and be responsible to her and the Headmaster for the welfare, progress, conduct and appearance of the boarders in their charge.

This position requires a bright, well-organised individual. The successful applicants will demonstrate an adaptable and professional approach, showing an ability to work alone and have good communication skills with both young people and the Boarding Team. Applicants should enjoy working with children and have an understanding of the issues that affect them. Key personal qualities are patience, kindness, stamina, resilience, firmness and a sense of humour. The needs of the boarders vary and the person appointed must have the ability to deal with confidential matters and show care and commitment to the age group/groups they work with. We have a wonderful mix of students in boarding and seek ways of both supporting the boarders into boarding school life, whilst at the same time celebrating the range of cultures.

Working with young people is challenging and demanding but can also be immensely rewarding. This is an opportunity for a strong personality to play an important role in the lives of these teenage girls/boys.

SCHOOL HISTORY & BACKGROUND

The heart of the school is a classic late 17th century brick mansion, set in 28 acres of walled parkland. Around the house and its outbuildings we have excellent modern teaching facilities, which include blocks dedicated to the performing arts, science, design technology, art and music. We boast fine indoor and outdoor sporting facilities including a swimming pool.

The name Stoke College dates back to 1415 when a college for Benedictines was founded on site. (More about our history can be found at www.stokecollege.co.uk)

BOARDING AT STOKE COLLEGE

There are approximately 120 boys and girls at Stoke College, with 20-30 either flexi or full boarders.

Stoke College has two main areas for boarding, one being for girls and the other for boys, divided into two separate units where children of similar age are housed under the close supervision and care of resident Boarding Staff. The boarding areas are comfortable and homely and are geared to provide the right atmosphere and facilities for the various age groups.

DAY TO DAY ORGANISATION

All Boarding Staff are expected to take part in the day to day running of the boarding community.

On a week day the working day begins at 7.30 am and staff are on duty to look after the boarders needs until they go to school in time for Registration at 8.50 am. Members of the Boarding Team will staff Boarding on a rota basis throughout the school day in order to carry out routine admin and are then all back on duty at 4.00 pm ready for when the boarders return. There is a planned evening routine, which includes a supervised prep session after tea and time for activities such as basketball, drama, badminton, dance, quiz nights, talent shows or swimming after supper. Bedtimes are staggered for the different age groups, the youngest going to bed at about 9.00pm and years 10 and 11 at 10.00pm.

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AREAS OF RESPONSIBILITY

The main area of responsibility of the Boarding Staff is a pastoral one. Under the guidance of the Head of Boarding, they share the care of approximately 20-30 boarders, aged 8 to 16, in accordance with the relevant school policies.

The ability to listen and to take a positive interest in the concerns of the young are essential qualities, as are stamina, physical fitness, warmth and a sense of humour. The main function is to be a presence in the house, working proactively to get to know the boarders. The post requires numerous attributes, namely care, compassion, availability, approachability and above all, common sense.

Whilst it is recognised that it is impossible to specify all the areas that may need to be covered, the following points are an outline of the duties required:

Key Tasks and Responsibilities within the boarding houses:

- Assist the Head of Boarding in running a happy and orderly house.
- To follow all house routines in an active manner to maintain a well-run House and liaise closely with the Head of Boarding over the day-to-day running of the House and the health, welfare and care of pupils.
- To help and support younger boarders as needed – making beds, packing at end of term, and reading bedtime stories when required.
- To supervise prep.
- To aid the Head of Boarding in the organisation and running of activities throughout the week.
- To be alert to the health and safety of all pupils, including an awareness of the procedures for accounting for all pupils in the Boarding House to which they are assigned; their summoning, and their evacuation if necessary.
- To encourage the girls and boys in community living and interpersonal skills such as team participation, responsibility for others, understanding, tolerance and compassion.

Key Tasks and Responsibilities in school:

- To be responsible for specific duties in school, which may include; classroom assistant work, administrative support, and cover for staff absence
- To assist in clerical, reception and marketing duties.
- To accompany pupils on out of school activities e.g. medical escorts, trips, D of E, sports fixtures, camping as required.
- To assist as required with major events in the School Calendar; e.g. open days, speech day, the Ball, music events, sports, drama productions.
- To assist in the preparation of rooms/facilities for the start of term, and the clearing of them at the end of term.

Other Tasks and Responsibilities:

All Boarding Assistants are required to familiarise themselves with the contents of the Boarding Assistants Induction Handbook, as well as other key school policies, on arrival at the School. They are to fully implement these policies into practice and to maintain their knowledge of these policies throughout. (Child Protection, Fire Procedures & Health and Safety)

- To encourage high standards of behaviour from the boys and girls, particularly in their relationships with others and to be familiar with both the school rules and disciplinary procedures.
- To maintain at all times a professional relationship with pupils in the school.
- To help to provide a moral example in line with the standards and expectations of the school community.
- To uphold the school's procedures for discipline and ensure that the boys and girls follow all the school rules and inform the Head of Boarding where appropriate, of any matters of concern; including breaches of school discipline, e.g. pupil involvement in smoking, alcohol or chemical abuse and bullying etc.
- To attend assemblies, inset training, Staff INSET days and staff meetings as directed by the Head of Boarding.
- To act as a Lifeguard at the school Pool as instructed (If applicable and NPQL qualification obtained)
- In addition to the above, to undertake such other duties as the Head of Boarding, or Headmaster may from time to time reasonably request.

PERSON SPECIFICATION – skills and qualities

Essential

- To enjoy the care and company of young people
- To have a good sense of humour, stamina and good health
- To work well as a member of a team
- To be a positive personality
- To be consistent

- To be able to take responsibility
- To be an excellent communicator
- To be a good organiser
- To be aware of the pressures affecting young people in the 21st century
- To be aware of the interests of young people
- To have the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- To have positive attitude to use of authority and maintaining discipline.
- To be a good listener
- To have a willingness to share your space with young people
- To be flexible to the changing demands of the post
- To be able to organise time effectively, prioritise workload and meet deadlines
- To be able to follow directions and to respect policies and procedures
- To be able to remain calm and self-controlled under pressure
- Basic IT skills and a willingness to update these as the role requires

Desirable

- First Aid Certificate
- Food Hygiene Certificate
- Qualified Lifeguard