

**JOB TITLE:** Head of Boarding  
**APPOINTED BY:** Head of School  
**REPORTING TO:** Head of School

## **1. PURPOSE OF THE JOB**

- 1.1 The Head of Boarding is appointed by and reports to the Head of School.
- 1.2 The Head of Boarding has overall responsibility to the leadership, management and operations of Stonehill's Boarding department.
- 1.3 As a member of the school's Educational Leadership Team (ELT), the Head of Boarding is also responsible for contributing to convert the school's strategic goals into operational priorities and plans for Boarding.
- 1.4 The Head of Boarding may have a teaching load not to exceed 6 hours per week.

## **2. EXPECTATIONS**

It is expected that the Head of Boarding will:

- 2.1 Demonstrate an explicit commitment to the philosophy and vision of the school as determined by the Governing Council
- 2.2 Be aligned with and promote the School's vision, mission, identity, and core values
- 2.3 Keep abreast of the competencies and skills required of the position
- 2.4 Lead the boarding programme according to best practice and in loco parentis principles
- 2.5 Promote and grow the boarding program, in line with school development targets
- 2.6 Run the boarding programme efficiently
- 2.7 Communicate effectively with all school constituencies as appropriate
- 2.8 Maintain an effective working relationship with fellow colleagues in all divisions and at all levels of the school

## **3. DUTIES AND RESPONSIBILITIES**

- 3.1 Be accountable for, and report on, all activities within Boarding
- 3.2 Make decisions in accordance with the school's delegations of authority

3.3 Be available to promote the boarding at both internal and external school events. This may include activities such as visiting boarding parents and attending events outside of Bangalore.

3.4 Set and aspire to achieve standards of excellence in student outcomes

3.5 Lead in a way that articulates, supports, and furthers the school's strategic vision

3.6 Accountable for pastoral care and student well-being within the Boarding community

3.7 Support the integration of community wellbeing and positive psychology throughout the school

3.8 Appreciate, respect, and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture

3.9 Model positive behaviours which support the school's ethics and core values

3.10 Determine strategic and operational priorities for Boarding, in line with the school's vision

3.11 Be responsible for all risk assessments for events he/she organises

3.12 Ensure that the Department makes appropriate use of ICT as a tool for learning;

3.13 Develop and implement an enhanced programme of Boarding activities, in cooperation with the Events Manager, the Whole School Technology Coordinator, the Arts Department, and the Whole School Sports Coordinator, and in line with the school's vision and mission.

3.14 Ensure effective communication takes place within the Department.

3.15 Proactively monitor boarders' academic progress through interaction with academic staff

3.16 Ensure that any academic support programs for boarders are implemented and monitored

### **Management of Resources:**

3.17 Develop and prepare the Boarding budget

3.18 Oversee the ordering of resources

3.19 Ensure excellent lines of communication to and from residence staff, academic staff, parents and students

3.20 Oversee staff rosters

3.21 Meet regularly with individual Residence Staff

3.22 Active recruitment and appointment of residential staff

**Communication with the school community:**

3.23 Attend meetings as required

3.24 Liaise, as appropriate, with ELT, the Marketing Team, Admissions, and the Coordinators

3.25 Maintain contact with all appropriate members of the school community e.g. principals, coordinators, fellow teachers, parents and students.

3.26 Strengthen communication between the boarding program and boarders' parents

**Additional Responsibilities:**

3.27 Represent boarding in the school's overall vision and strategic planning

3.28 Contribute to the development of whole school policies and procedures as appropriate;

3.29 Undertake other duties as requested by the Head of School, in conjunction with ELT and Marketing.

3.30 Work closely with the Admissions Office

3.31 Ensure high standards in terms of the physical space and amenities in the residences

3.32 Inspect the fabric, décor and ambiance of the residences on a regular basis and liaising with the Head of Facilities & Engineering

3.33 Overall responsibility for the efficient and effective operation of the Boarding Houses and the creation of a happy and purposeful boarding community

**Qualification & Experience:**

- Good first degree and qualifications related to a Head of Boarding role.
- Minimum 8 years related work experience in a residential school context
- Qualifications and experiences appropriate to any teaching load assumed.