



Application pack for Assistant Head of Boarding



March 2018

Dear Applicant,

This is a key time in the development of boarding at Shaftesbury School and we are looking for an Assistant Head of Boarding to join our school in leading performance of boarding at the school to the next level.

We are delighted that we have been judged by Ofsted as being "Good" at our recent Ofsted inspection, with the inspectors expecting boarding to be "Outstanding" at its next inspection. This is a very exciting time to be considering Shaftesbury School as the next step in your boarding career.

As a school we have three words that describe our ethos, "Aspiration", "Action" and "Achievement" and all of these are underpinned by a positive "Attitude to Learning". The staff at our school are a dedicated and hard working group of people who are committed to getting the best from the students they teach. You will be joining a boarding team that have a wealth of experience and a real desire to keep on improving the boarding experience for our students.

Shaftesbury School is a great place to work with students of whom we are very proud. The students come from the town of Shaftesbury and the surrounding area but most boarders come from overseas and add real diversity to the school. The school itself is set on the edge of the town, on the A350, close to the A303 and within easy commuting distance of the south coast of England, Bath, Salisbury, Yeovil or beyond.

As leaders recruiting staff is a great opportunity to develop our staff and we are keen to make sure that we get the very best person for the job. The interview process will be designed to help us achieve this. We are looking for someone with a real passion for boarding in the school and who can make a substantial and sustained contribution to the lives of boarders and continue to improve our boarding programme.

We look forward to reading your application and we will contact all applicants following shortlisting.

Yours sincerely

Mark Blackman & Steve Crossley
CEO Vice Principal/Head of Boarding

INFORMATION FOR CANDIDATES: Barton Hill House – the boarding complex of Shaftesbury School

Recent History

Boarding at Shaftesbury School has a long and successful past, stretching back many years to the old Grammar School days. The more recent history of boarding changed in 2010 with the award of £3million which saw a substantial refurbishment, new build and change in structure. Since then, we have gone from strength to strength with boarder experiences and outcomes consistently amongst the best around. We are small, up to 100 boarders, but they are all a huge part of the main school and continue to be amongst the best students in the school.

Mission Statement

To empower every individual who participates in our community to realise his/her aspirations. We share the school's mission statement with some additions of our own. Our aims: We aim to inspire every individual by;

- Creating a sense of belonging, where everyone feels a valued member of the community
- Developing role models to whom we can admire, respect, relate to and seek out for guidance
- Promoting a sense of accomplishment through recognition for doing our best, whatever it is, on personal, social and academic levels
- Generating fun and excitement, curiosity and creativity on the trail to learning
- Encouraging the spirit of adventure, understanding and appreciating what it means to take a risk and be successful, or to fail and try again
- Promoting opportunities for leadership and responsibility, by expressing our ideas and accepting the consequences of our action

The Team

The boarding team comprises several staff including the Vice Principal/Head of Boarding, Assistant Head of Boarding, Senior House Parents, House Parents and cleaning and catering staff.

Accommodation

A single bedroom, fully-furnished self-contained flat is available for the candidate to ensure that they are available in emergencies and for the betterment of their duties. The flat comes with all utilities and council tax, although there is a small rental charge for the accommodation.

Post:	Assistant Head of Boarding
Scale:	Grade 10
Hours:	1517 hours to be worked annually, approximately 37 hours per week with additional hours to be worked as required. Please note these hours will include working nights and on weekends
Working Weeks:	39 weeks
Reports to:	Head of Boarding

Main job purpose

- To work alongside the Assistant Head of Boarding to take responsibility for the day-to-day operation of the boarding programme.
- Together with, and in the absence of the Head of Boarding, is responsible to the Directors of Southern Academy Trust for the management, organisation and administration of the boarders and their related activities.
- Oversees the work of the tutors, houseparents, catering and cleaning staff involved in boarding provision
- Maintains productive relationship with school staff with regard to the welfare and progress of students in boarding

Main responsibilities and duties

1. To take responsibility for the house in the absence of Head of Boarding and to refer to the Principal of Shaftesbury school in matters requiring urgent and serious attention in absence of Head of Boarding.
2. To provide supervisory support to Senior House Parents, House Parents and other staff and students at Barton Hill
3. To attend regular meetings with the Principal and Vice Principal/Head of Boarding
4. To liaise with and support the Head of Boarding at all times, and through this to support the policies and ethos of Barton Hill
5. To undertake Senior houseparent duties for up to 5 nights per week inclusive of part/whole weekends, including covering staff absences/emergencies
6. To maintain good order and discipline, in conjunction with Head of Boarding and other staff as required
7. To be responsible for the recording and management of all medical matters relating to students including the management of prescribed and non-prescribed medicines
8. To ensure all medical policies and procedures are up-to-date and reviewed annually
9. To liaise with all parents/carers over any medical matters as appropriate

10. To work in conjunction with the school in ensuring relevant PSHE information is readily available to all students
11. To have a clear understanding of the organisation and have responsibility for administration of the boarders and their related activities including maintaining records, student welfare, discipline, induction, student achievement, school liaison, parent/carer liaison, health and safety and confidentiality.
12. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
13. Working alongside the Senior House Parents to manage boarder conduct
14. Attend meetings on behalf of the Head of Boarding within the school where necessary
15. Lead the monitoring of boarders' academic needs and performance
16. Attend activities as required and support the coordination of Boarding House functions and events with the activities coordinator
17. Ensure the pastoral team and academic care programs are followed by all staff
18. Assist the Head of Boarding with the ongoing review of boarding systems, procedures and policies and make recommendations to the Head of Boarding
19. Actively promote teamwork within boarding and the wider school community
20. Ensuring roster coverage for all shifts
21. To undertake any other tasks as directed by Head of Boarding

Knowledge & skills

- Previous experience of working within a boarding environment
- Sound interpersonal and supervisory skills
- Education standard equating to at least GCSE Grade C in English and Maths
- Minibus driving or willingness to undertake necessary training
- Willingness to undertake professional development
- Experience in running activities

Supervision and management

- Experience of managing and supervising staff
- Awareness of Health and Safety issues, legislation in relation to residential establishments
- Knowledge of NMS for boarding
- To have direct responsibility for a team of part-time house tutors including staff induction and appraisal
- To have responsibility for first aid and medical training of all staff

Problem solving, creativity and decision making

- Ability to work without supervision
- Ability to use initiative and think flexibly about possible solutions

Key contacts and relationships

Awareness of:

- Key staff at school, including Principal, House Progress Leaders, Academic and support staff
- BHH Governors / Chair of Governors
- Parents / visitors

Resources

Based at Barton Hill House with occasional time spent at Shaftesbury School.

The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the CEO.

Other duties

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Southern Academy Trust
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Employee Signature Date.....

Employee Name

Please print