



<b>Job title:</b>	Head of Boarding - Upper Collegiate and Designated Fire Officer for Boarding
<b>Reports to:</b>	Head of Pastoral Care
<b>Responsible For:</b>	Upper Collegiate Boarding Senior Leader, Post Assistant, Travel and Visa Coordinators, Gap Assistants, Language Assistants, Fire Marshalls, Fire Wardens.
<b>Hours:</b>	Full Time
<b>Salary:</b>	Queen Ethelburga's Payscale with Management allowance

### **Job purpose**

To ensure that the Collegiate and all its personnel are committed to safeguarding and promoting the welfare of children and young people, and the welfare of all students. This job description is written at a specific time and is subject to change as the demands of the Collegiate and the role develops. The role requires flexibility and adaptability and the employees of the Collegiate need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

### **Duties and responsibilities**

The Head of Boarding, Upper Collegiate is responsible for the Collegiate's Sixth Form Boarding. You will work closely with the Head of Pastoral Care and Pastoral Leadership Team to develop the boarding and pastoral provision at Queen Ethelburga's.

Your duties and responsibilities are as follows:

### **Key Tasks**

Act as a point of contact during working and on call hours in case of emergencies. The Head of Boarding, Upper Collegiate will have responsibility for the following areas:

- In conjunction with the Head of Boarding, Lower Collegiate, take responsibility for producing Boarding Policies.
- Support the Staff Management Team in the production of the Boarding Staff Handbook.
- In conjunction with the Head of Boarding, Lower Collegiate and the Pastoral Leadership Team, ensure that all boarding staff are familiar with the Collegiate's policies and procedures.
- Liaise with the school Medical and Safeguarding Teams to ensure students are cared for, encouraging a healthy lifestyle alongside the Pastoral Senior Leaders.
- Oversee the relevant Senior Leaders with their responsibility for managing the boarding houses.
- Be responsible for the annual boarding review, including future plans for the school development plan.
- Liaison between the academic staff, pastoral and boarding.
- Ensure that a full and varied programme of weekend and after school boarding activities and trips is available in liaison with the Head of Co-curricular and Training.



- Manage the boarding telephone budget.
- In conjunction with the Head of Boarding - Lower Collegiate, ensure compliance with the NMS in relation to boarders' welfare, safety and personal development, working with the Head of Collegiate Quality and Compliance, and the Senior Leaders.
- Ensure a systematic approach to the reviewing, planning and evaluation of boarding provision.
- Oversee the system for recharges to students for boarding related items and oversee the systems for reporting and dealing with maintenance and damage across boarding.
- Take a pro-active interest in the security of the site, including e-safety.
- Produce termly Health and Safety Boarding Reports, copying these to the Health and Safety Coordinator and Health and Safety Lead.
- Ensure risk assessments for the Upper Collegiate Boarding Houses are up to date, ensuring that the Head of Boarding – Lower Collegiate carries out Boarding House risk assessments for the Lower Collegiate Boarding Houses. Send updates of all Boarding House risk assessments for the Upper and Lower Collegiate to the Health and Safety Coordinator and Health and Safety Lead.

### **Staffing**

- Plan the requirements for boarding staffing, both termly and annually, based on projected student numbers.
- In liaison with HR, oversee the recruitment of Upper Collegiate Boarding staff.
- Coordinate and take part in the programme for interviewing new Upper Collegiate staff with the Senior Leaders and Assistant Head of Pastoral Care Boarding.
- In conjunction with the Staff Management Team, Head of Pastoral, Safeguarding & Collegiate Administration, ensure all Upper Collegiate boarding staff are adequately inducted, have ongoing training and take part in regular appraisal and supervision, as appropriate.
- Oversee the recruitment and induction of all staff you are responsible for when the need arises.
- Take responsibility for the travel and daily drives system
- Manage the Language and Gap Assistants and their work in the Boarding Houses.

### **Pastoral**

- Oversee the care and welfare of boarders, ensuring safeguarding is at the forefront at all times.
- Oversee the Pastoral Care provided giving guidance and advice on serious pastoral/disciplinary matters and encouraging a positive approach to behaviour management.
- Work closely with the Assistant Heads of Pastoral Care and the Pastoral Leadership Team to ensure parity between boarding and academic systems.
- Advise on serious disciplinary matters that may lead to a student's isolation.
- Report any safeguarding concerns to the DSL in line with the Collegiate Child Protection Policy.



### **Inset**

- Set priorities for training in line with the requirements of the school development plan and the needs of the boarding staff.
- In conjunction with the Head of Boarding, Lower Collegiate, work closely with the Head of Co-curricular and Training, Head of Pastoral Care and the Head of Safeguarding and Complex Welfare to ensure a well-balanced INSET programme and effective CPD is delivered.

### **Fire Officer Role**

- The Fire Officer is line-managed by the Health and Safety Lead and is to be a member of the Health and Safety Committee and will be part of the Major Incident Team
- The Fire Officer will be required to liaise with the Estates representative nominated to deal with the fire authorities and call centre, ensuring that all necessary checks by the fire authority are carried out, any recommendations actioned and current reports made available for inspection purposes
- In conjunction with the Estates Department the Fire Officer will organise fire drills and carry out fire safety checks in boarding, this will involve:
  - ensuring that all break glass facilities and other escape arrangements are in place
  - ensuring that accurate fire notices are placed in all of the appropriate areas within the buildings
  - ensuring that fire exits are appropriate and clear of any obstacles
  - ensuring that fire extinguishers have not been tampered with and are all correctly mounted
  - ensuring that self-closing fire doors are functioning correctly
  - ensuring that emergency lighting is functioning
  - ensuring that records of fire drills are kept up to date
  - ensuring that adequate systems for roll call and registration are in place

The Fire Officer is also responsible for:

- Appointing and organising training for fire wardens (external trainers) and marshalls
- The hand-over of new buildings and making sure that the fire prevention, control and escape arrangements in these buildings are in place before students use them
- Liaising with the nominated member of the Estates department who carries out regular weekly system checks.
- Ensuring that individual pieces of equipment are checked on a rotating basis so that all are checked over a pre-agreed given time
- Making regular checks of equipment used in supervising students during an evacuation, for example provision of fluorescent jackets, exposure blankets and other emergency kit
- Making periodic checks on the muster stations to ensure that they are in good order and signs indicating there to stand are not broken or obstructed
- Making regular termly checks on the Fire Box to ensure that all equipment is in working order and that all lists are updated
- Once fully trained, the Fire Officer should be the “competent person” who can assist in taking preventative and protective measures, including fire-fighting and evacuation



- The Fire Officer must, in liaison with the appropriate persons, ensure compliance with the regulations for school inspection, see below:

**“Fire safety \_ COMPLIANCE.** *The Regulations **require** a fire risk assessment (formally recorded and regularly reviewed) [Done professionally by outside firm via Estates arrangements] and place on the proprietor or governing body additional duties to:*

- (a) produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;*
- (b) develop fire procedures and provide staff training (repeated periodically where appropriate);*
- (c) ensure the safety of staff or anyone else legally on the school premises;*
- (d) carry out fire drills and contact emergency services when necessary;*
- (e) appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire fighting and evacuation). He/she should ensure that each fire zone has sufficient Wardens to ensure that a complete and thorough evacuation procedure is carried out in the maximum evacuation period stipulated for that zone.*
- (f) have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a ‘competent person’ (for example, ISO9001 certified or BAFE approved [Estates organise maintenance of equipment]);*
- (g) provide staff and any others working on the school site with fire safety information.”*

### **General**

- Support the school ethos by making sure all aspects of school life are conducted in a way that promotes the Hill standard – “To be the best that I can with the gifts that I have”.
- Encourage good discipline and a positive approach from all members of staff.
- Ensure that staff members adhere to school policies and refer to the Principal any issues of a serious nature.
- In conjunction with the Head of Boarding, Upper Collegiate, oversee the updating of the boarding staff handbook on an annual basis.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos, work, and aims of the school.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Supervise pupils on visits, trips and out of school activities as required.
- Attend a range of assemblies.

### **Benefits**

- Free staff gym for use during off duty periods following gym use protocol
- Annual free family summer barbecue
- Annual free black tie Christmas Ball for staff and a guest
- We enroll all our employees in the Workplace Pension Scheme



**The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Collegiate's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must immediately report any concerns to the Collegiate's Designated Safeguarding Lead.**