

**Applicant Information**

**For**

**Deputy Head of Boarding**

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**The Role**

The Deputy Head of Boarding is responsible for supporting the Head of Boarding and for providing a boarding environment which is nurturing, effective and enjoyable. Each member of the boarding team must strive to ensure that the highest ideals and values are maintained in the Jesuit tradition and that the Boarding House operates as a community which extends from each boy’s family.

The role is central to the development of St John’s as a Boarding School in the 21st Century. The role requires the successful candidate to be strategic in the creation of both short and long term goals and a particular emphasis will be placed on meeting the needs of the community which the school serves.

**Working hours:**

As Deputy Head of Boarding you will take responsibility for the boys in a dormitory for 5 nights per week (this includes ‘sleeping in’ the dormitory).

The working hours are as follows (at times when boarders are resident):

Four days 4pm to 10am (flexible, at busier times of the terms)

Saturday or Sunday 10am to following day

During the hours of 9pm to 7am the Deputy Head of Boarding should be in their room within the dormitory, unless attending to a boarder’s needs.

When on duty the Deputy Head of Boarding will be accommodated in an en-suite bedroom located at the end of the dormitory.

**Benefits:**

* Salary £21k – £23k (depending on experience and qualifications)
* 2 bedroom house with garden
* Utility bills

**Reports to:** Head of Boarding

**Main responsibilities:**

* To attend and lead all whole Boarding Team meetings
* To meet regularly with the Head of Boarding and provide him with a termly report for parents on boarders
* To arrange and encourage boarders’ involvement in extracurricular activities
* Effective record keeping and procedures relating to compliance
* To support induction of new staff to the department
* To promote boarding at marketing opportunities (i.e. Open Mornings)
* To meet prospective parents
* To ensure regular communication with parents of boarders
* To manage information relating to all boarders and maintaining a close link with their teachers
* To adhere to the Boarding Handbook and the School Handbook
* To follow all the School’s Health and Safety Policies and procedures and in particular ensuring the safety of junior boarders during the night.
* To undertake any tasks reasonably required by the Headmaster or any others acting on his behalf
* To be a proactive member in the boarding team, including reviews of the Department and support the regular reviewing of the Boarding Department.
* Oversee boarder’s tutors ensuring each boarder has a tutor. Ensure tutors regularly communicate with parents
* Oversee arrangements for music practise and reading time
* Prepare and manage arrangements for exeats/half term and end of term arrangements for the boarders through effective communications with parents/guardians
* To take supper and breakfast with the boarders
* To attend to any needs of boarders at night
* To promote a climate where boarding school personnel and students share mutual respect, care trust and concern
* To be in charge, and take responsibility for, discipline and pastoral care of the boarders

**Responsibilities in relation to the School:**

* To maintain and develop the Jesuit ethos and characteristics of education at St John’s through the boarding environment
* To encourage prayer life and liturgical celebration within the boarding community with particular reference to daily and weekly Mass and the praying of the Rosary in the months of May and October.
* To promote a sense of community
* To provide and promote a clear expectation of student behaviour
* To support the Headmaster’s implementation of the school H&S management system and safety culture
* To comply with School policies including H&S Policy, safe work procedures, Child Protection Policy and reasonable instructions to promote a safe culture.

**Main duties:**

* To assist with booking trips and activities for boarders in co-ordination with the Head of Boarding, ensuring that they are age appropriate. Emailing staff and parents with all necessary information
* Plan boarders Christmas Dinner in co-ordination with the Head of Boarding
* Make sure welcome packs are updated and available for new boarders and their parents
* Keep dormitories appropriately decorated
* Oversee and co-ordinate with catering, boarding housekeeper and matrons with regards to the boarders needs
* Make sure all administration information has been handed over and is kept up to date. If necessary, displayed in the dormitories for the start/guest rooms/end of half and full terms
* Be on standby, to sleep in, if other members of boarding staff are sick or unavailable
* Sign out the weekly boarders
* Monitor use of electrics including phones and tablets
* To ensure an effective hygiene regime is followed by all boarders
* To prepare boarders for school trips (e.g. currency and miscellaneous items)
* To prepare boarders for visits to senior schools (mentally and practically)
* To attend any parent evening where there are boarders in the class
* In conjunction with the housekeeping staff, arranging for the clothing and laundry requirements of all the boarders
* In conjunction with the cleaning staff, ensuring the tidiness of the dormitories
* To accompany pupils to medical and dental appointments (where appropriate, dependent on timings)
* To administer medications as authorised by the School Doctor or Nurses in accordance with protocols
* To order necessary clothing, toiletries and other items

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION/**  **QUALIFICATIONS** | * To be educated to degree standard * Driving License * First Aid (or willing to undertake training) * Life-saving (or willing to undertake training) | * Qualification and/or training   that is relevant to the position   * To have had experience of working or learning in a Roman Catholic school. * To hold a D1 License |
| **EXPERIENCE** | * Experience of working with children of prep-   school age | * Knowledge of Primary or   Preparatory School/Education environment (children aged 7 – 13)   * Preparing and working with gifted and talented children * Experience of teaching children with mild learning difficulties * Good understanding of a Boarding school environment |
| **SKILLS & ABILITIES** | * To actively support the religious life and ethos   of the School   * To possess strong leadership skills * Confidence in ICT * To be firm but fair * To be a team leader * To be an excellent communicator, orally and in writing, with boys, parents and other staff * Good time management skills * To be discreet and adhere to confidentiality. * To have excellent interpersonal skills * To be willing to attend courses |  |
| **PERSONAL**  **QUALITIES** |  To have a sense of humour   To be self-motivated   To be committed   To demonstrate patience and tact   To be confident   To be flexible, resilient and well-organised | Enthusiasm and willingness to  undertake training in relevant areas |