

## JOB DESCRIPTION



Job Title: Resident Boarding Supervisor

Job Purpose: To support and participate in the provision of pastoral care in situ in accordance with the National Minimum Standards

Responsible to: The Head of Boarding and the Boarding Coordinator

This job description provides a guide to, and general description of the duties and responsibilities of the Boarding Tutor. It is not intended to be wholly definitive; in this respect, the Boarding Tutor is expected to undertake any other related tasks as may reasonably be requested by the Head of Boarding.

**Rochester Independent College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

### Aims and Functions

- Under the direction of the Head of Boarding to act “in loco parentis” for the students and to provide all boarders with the best possible experience.
- To ensure the safety, good discipline and pastoral well-being of all boarders, especially ensuring that safeguarding procedures are followed.
- To ensure the Pastoral needs of each student are fully met as laid out in the boarding staff handbook and policies.

### Care, Welfare and Development of Boarders

The Resident Boarding Supervisor should:

- Know each student and be concerned for his or her development – academic, social and personal welfare.
- Develop awareness of general health, hygiene, eating and sleeping natures and keep the Head of Boarding and Boarding Coordinator informed of any concerns.
- Liaise with college staff concerning the students’ academic and pastoral Welfare
- Monitor behaviour and deal appropriately with any disciplinary issue, monitor tidiness of student rooms on a daily basis e.g. ensuring beds are properly made, litter is in bins etc.
- Ensure that all policies are correctly followed.
- Ensure the safety and security (physical and emotional) of all students boarding with Rochester independent College
- Develop, in the students, a sense of collective responsibility and sensitivity to the difficulties and needs of others and to encourage such support and help for each other, as is appropriate

## Boarding Records

The Boarding Supervisor is expected to participate in:

- Maintaining administration files detailing procedures and routines.
- As appropriate, contribute to individual welfare plans
- Consulting Exeat permission forms for trips and activities.
- Keeping careful records pertaining to trips and visits, permissions to stay away with guardian or parents
- Ensuring that the Shift report/ log book, discipline, medication, sanctions and other centralised records are kept up to date at the end of the day.
- Maintaining records of all communications/contact with parents and guardians
- Attending the formal Boarding Staff meetings.

## Duties and Tasks

- To participate in evening and weekend activities for boarders.
- To supervise the study groups, gym sessions and regular weeknight activities
- To act as a presence in and around the boarding campus and to patrol all buildings and communal spaces at regular intervals whilst on duty, ensuring positive interaction with residents.
- To conduct daily evening curfew checks
- To ensure relevant information is shared with fellow Boarding Tutors and to complete shift notes on the appropriate data base.
- To be responsible for making sure that all boarding house communal areas and notice boards are kept up to date and maintained in a tidy fashion.
- Whenever on campus, whether on or off duty, not being unfit to respond due to the influence of alcohol or drugs, for purpose of dealing with emergencies or unexpected contact with visitors, parents, staff or pupils.
- Deal with emergencies of any kind, including escorting students to hospital, in the event that the nurse is not available to do so.
- To attend such meetings and official functions as are appropriate to the role.
- To perform any other key task which the Head of Boarding or Boarding Coordinator may reasonably assign.
- To organise and participate in regular fire practices each term in the evenings and during the night.
- To Monitor students at meal times and ensure that students are eating healthily and are behaving in a sensible and appropriate manner.
- To take part in chaperoning duties on the morning and evening Bus run and also on activities.

## Other Aspects

Accommodation / Residential Requirements:

Accommodation is not suitable for families however you are permitted to have partners stay who have completed a full and current Rochester Independent College DBS. The entire site is a non-

smoking area. House staff are responsible for the cleaning of their own accommodation although suitable equipment and materials can be provided.

#### Appraisal

The Head of Boarding will appraise the Boarding Supervisors each academic year. An appraisal is designed to encourage professional development and performance. In addition to this, Resident Boarding Tutors will have the opportunity to meet with their senior on shift at regular intervals for one to one meetings and discuss progress.

#### Training:

The Boarding Supervisor will be expected to undertake applicable training for continuous professional development by attending internal and external training courses, seminars and conferences. Tutors are expected to undertake nominated online courses also