

POST: Assistant Boarding Master / Mistress

TO WHOM RESPONSIBLE: Boarding Mistress

MAIN PURPOSE:

- To help with the management of all pastoral and academic matters within Ming House under the guidance of the Boarding Mistress.
- To help manage any disciplinary matters within Ming House under the guidance and direction of the Boarding Mistress (and in her absence the Head of Pastoral).
- To ensure that all relevant information is passed efficiently to Day HSM's, homeroom teachers, mentors, teachers, pupils and parents involved with members of the House
- To lead by example in academic teaching, pastoral management and involvement in after school activities and boarding activities.
- To perform any duty that the Boarding Mistress might reasonably expect an Assistant Boarding Master / Mistress to perform.

MISSION STATEMENT:

To help establish the Huili identities and values to create a positive and a purposeful atmosphere within the House. To make all pupils aware of the Wellington College Vision and Mission Statements, its values, identity and ethos etc, to live the core values of kindness, courage, integrity, responsibility and respect and to promote these within the student and specifically boarding population.

Responsibilities

- To support the Boarding Mistress in the provision of care for pupils in the boarding house. To undertake any reasonable request from the Boarding Mistress which relates directly to the well-being of pupils. Above all the Assistant Boarding Master/Mistress needs to be generous with their time and responsive to the needs of the pupils.

General Duties

- The Assistant Boarding Mistress / Master supports all aspects of the House and give assistance to the Boarding Mistress in the professional leadership and management of Ming House.
- The primary role of the Assistant Boarding Master / Mistress is to get to know the pupils and build a relationship of trust with them.
- He /she will be expected to be ready to give support and advice whilst taking a leading role in disciplinary matters within the house when required to do so.

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- There may be opportunities for Assistant Boarding Mistresses / Master to be involved in other areas of the School depending on experience and interests, however, there will be an expectation to take on a Boarding Mentor role.

Welfare / Pastoral

- To promote and maintain a safe environment that, wherever possible, meets the National Minimum Standards for Boarding (UK), whilst recognizing that this might not always be possible in an international context.
- To help manage the induction of new pupils into the House so that they feel welcome, secure and clear about the values and expectations of the House and the School and as far as possible that any 'settling in problems' are resolved.
- To provide a sympathetic presence in the House, being sensitive to those who are having difficulties, guiding them and supporting them, liaising with other relevant staff concerning the welfare of the child.
- Positively encourage and organize pupils in their interests and activities and develop a positive relationship with them.
- Ensuring the development of activities to promote continuity and progression for all pupils.
- Evaluating the pastoral care and using this analysis to identify good practice and areas for improvement.
- Ensuring effective development of pupils' individual and collaborative study skills necessary for them to become more independent in their work. •
- Encouraging pupils to participate as appropriate in the boarding activity programme and monitoring that participation
- To pass on concerns and observations about pupils' to appropriate colleagues and to liaise with mentors, homeroom teachers, Day HSM and Boarding Mistress in planning responses to concerns
- To seek advice, when appropriate, for pupils who give cause for concern academically or behaviourally
- To endeavour to support pupils who are performing in plays, concerts, matches, etc.
- To help with the co-ordination of a programme of outings and events and to publish these in the school calendar when possible

Communication / Record keeping / Administration

- The Assistant Boarding Master / Mistress is expected to be the point of contact for all pupils and parents if the Head of Boarding / Boarding Mistress is unavailable.
- The Boarding Master / Mistress will keep accurate records in regards to all boarders. Ensuring up to date information is accurately stored digitally in Share point or on iSAMS.
- It is expected that the Assistant Boarding Master / Mistress share all information with the Head of Boarding, or if appropriate, with the school DSL (Designated Safeguarding Lead).
- To provide written details at the end of each duty, including boarders' updates, medical information and incidents.
- To have effective and positive relationships with parents and ensure information and newsletters are passed on via TChat, email or in person.
- To ensure all relevant communication from staff is passed on to parents / children.
- Keeping attendance records / Registers up to date.

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- Staff Support: To develop and maintain good working relationships with all colleagues within the School, based upon professional two-way communication.
- To contact parents when necessary with regards to children's behaviour or problems have occurred.

Leadership

- Establishing clear expectations and constructive working relationships among staff who work in the House through team working, and developing an acceptance of accountability.
- Facilitate the Boarding Mentors in carrying out their role within the pastoral team and house.

Management of Staff

- To support the Boarding Mistress with overseeing and managing the relationship of pupils with Boarding Mentors and Matron and so ensure that:
 - each pupil is given appropriate care and support by his/her mentor
 - there is effective communication between the mentor and his/her mentees' parents
- To work closely with Mentors and Matron to ensure that:
 - all pupils are registered effectively supervised in the morning, afternoon and evening.
 - all pupils fulfill all their commitments at School
 - all pupils have adequate time to complete prep, engage in activities and benefit from a full night's sleep.
 - the fabric and furnishings of the House bedrooms and common rooms are well cared for and well maintained
 - the pupils always behave in a civilised manner, respecting each other and the facilities and equipment provided for them
 - pupils follow the School's rules and policies
 - a system of rewards and sanctions, in accordance with School standards, operates effectively
 - all pupils meet the expectations of them under the Health and Safety Regulations

General

- Attend all staff meetings.
- Attend House staff meetings.
- To attend and support official House and School functions / events as required by the Boarding Mistress.
- Major events in College calendar: To assist in the organisation of all celebratory events.

Policies and Procedures

- The Assistant Boarding Master / Mistress must be fully conversant with the School's Health and Safety Policy, monitor those sections as it affects the boarding house and instill into all pupils and staff a positive approach to Health and Safety.
- To be familiar with and adhere to the school policies especially those pertaining to child protection, safeguarding, anti-bullying, health and safety, e-safety, substance misuse and be aware of the requirements of the National Minimum Standards for Boarding Schools (UK); to be familiar with the contents of the Boarding Handbook.
- The Assistant Boarding Master / Mistress should be familiar with the fire safety procedures as they may be the responsible person on site in the event of a fire alarm.
- To monitor and review policies and practices within the relevant section in particular regarding boarding and in general.

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Professional Development

- To attend INSET as required by the Boarding Mistress, Head Pastoral, undertake relevant professional training and development in order to keep up-to-date with best practice.
- To take part in such performance management or staff review arrangements made by the college.
- To oversee and be directly involved, as directed by the Boarding Mistress in the Staff Appraisal system.

Other Duties

- To develop a positive, productive working relationship with pupils' parents and to contribute to marketing the boarding and School whenever possible
- To help maintain comprehensive records on each pupil within the House through OneNote
- To contribute to the House Handbook which is updated annually so that it can be published to both current and joining parents and pupils during the Summer Term.
- To ensure that all facilities and noticeboards in the House are well presented.
- New members of staff: To assist the Executive Master and the Boarding Mistress with the appointment of staff within all sections.
- Absenteeism: To work with the Head of Boarding to ensure that necessary alterations to the boarding timetable are implemented and communicated so that adequate cover is provided for any absenteeism.
- The position is residential and the Assistant Boarding Master / Mistress will be required to live in the accommodation as specified by the Boarding Mistress during term and contribute to all duties while students are living in school.

Note:

This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Accommodation

Accommodation within the boarding House will be provided and is available for use during the holiday times.

A competitive starting salary will be offered in accordance with experience and qualifications.

The school campus provides an attractive environment. Members of staff benefits include Private Healthcare Scheme, School fee reduction where appropriate and excellent training and Inset opportunities. Members of staff have the opportunity to use the school sport and leisure facilities.

The appointment will be conditional on a satisfactory enhanced DBS disclosure and the person appointed will be required to work in accordance with the School's Policy for Child Protection.



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Assistant Boarding Master/Mistress Person Specification

	Essential	Desirable
Qualifications		Driving license
Experience	Proven success of working with young people.	Teaching qualification or equivalent experience
Knowledge and understanding	Health and Safety, SEN, Child Protection. ICT Literate.	
Skills	<p>The ability to work with pupils, and to be tactful and fair but also firm when necessary.</p> <p>The ability to establish a relationship and rapport with both pupils and parents.</p> <p>Good communication skills, including the ability to enthuse, inspire, influence and motivate others.</p> <p>The ability to communicate effectively with pupils, parents and staff.</p>	<p>First Aid qualification.</p> <p>Coaching qualifications</p> <p>SEN experience</p> <p>EAL</p>
Personal Attributes	<p>Warm, friendly, sympathetic, empathetic</p> <p>Genuine concern for pupils wellbeing and development.</p> <p>Well organized and professional in approach.</p> <p>The ability to use initiative and work proactively to find solutions to problems that arise, relying on reason, persuasion and common sense.</p> <p>A good sense of humor, adaptability and sense of proportion.</p> <p>The ability to be practical, organized and to keep a cool head in emergencies.</p> <p>A desire / willingness to be part of a team.</p>	<p>A desire/ commitment to being part of the whole school community</p> <p>The ability to teach or to offer experience in other aspects of the school community.</p>

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	<p>A commitment to professional development.</p> <p>Able to work flexible hours.</p> <p>Able to work in an enthusiastic manner bringing new ideas and suggestions</p> <p>Act as role model Stamina and determination Flexibility Flexible, able to prioritise, resilient under pressure.</p>	
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Please see the [Boarding Tutor handbook](#) for more details regarding duties

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