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| Role Profile | |
| **Job Title** | Boarding Training and Support Officer (BTSO) |
| **Hours** | Some flexibility will be required.  Salary based on 25 hours a week for 38 weeks (30 weeks term-time plus 6 weeks Summer School + 2 weeks as required, by agreement, to include at least one half-term evening on-call).  Times of work – flexible to ensure effective support to boarding staff – by agreement with HoB.  Anticipated working hours will be weekday evenings after 4pm with some attendance at weekends. |
| **Reporting to** | Head of Boarding (HoB) |
| **Holidays** | Holidays must be taken outside of term time (including not in the 6 weeks of Summer School).  Consideration will be given to time off for special occasions subject to cover being available and prior agreement of the HoB.  The post-holder will be expected to attend any staff briefings during induction weeks. |
| **Main duties & responsibilities:** | **The duties and responsibilities set out below are not exhaustive. The postholder may be required to carry out other reasonable duties within your capabilities as required, should the need arise.** |
| **Job Purpose**  To support the HoB in ensuring that evening and weekend boarding staff are supported, trained, reviewed, motivated and supervised effectively. This includes those boarding staff working in the student social centre, Bosworth Hall. | |
| **Key Accountabilities** | |
| This job description provides a guide to, and general description of, the duties and responsibilities of the Boarding Training and Support Officer. It is not intended to be wholly definitive. In this respect, the BTSO will be expected to undertake any other related tasks as may reasonably be requested by the HoB or Principal/Vice Principal. | |
| **Aims and Functions** | |
| **Staff training:** | * Develop and maintain a Boarding staff procedure manual/training reference guide * Develop and maintain a Boarding staff training database * Ensure that staff have a working knowledge of key policies and procedures relevant to boarding, are familiar with the National Minimum Boarding Standards and possess relevant IT skills * Identify and remedy training gaps and develop training plans for existing staff * Monitor programme of Educare (etc.) online training |
| **Best practice/quality:** | * Identify opportunities for improvement and consistency across Boarding Houses * Agree procedural changes with HoB and ensure/verify consistent implementation across all staff * Consult regularly with individual staff to develop ideas and troubleshoot potential problems * Review effectiveness of procedural change |

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| **Staff performance:** | * Assist HoB with induction training and probation assessment * Carry out termly performance reviews of Boarding staff, reviewing findings with HoB to ensure continual improvement * Report areas of performance concern to HoB * Implement remedial action where required |
| **Communication:** | * Support Boarding “day” staff by ensuring that instructions are understood and acted upon (e.g. collection of student holiday information, ensuring that nurse instructions are being followed correctly, assist with organising Boarding House cover, collate responses from staff where requested). * As required, assist with student Boarding briefings |
| * **Boarding support:** | * Assist on-call staff in emergency situations when on duty * Assist supervisors where student behaviour or discipline causes concern * Occasionally cover for absent supervising staff * Act as emergency on call support during 2 x half terms (Mon-Thurs evenings/nights) * Collection/delivery of documentation etc. to and from Boarding Houses |
| * **Bosworth Hall** | * Act as first line support to Bosworth Hall staff for Supervisors at Bosworth Hall * Support staff with evening study hall and/or dining hall supervision |
| * **Summer Schools** | * Plan, administer and manage all boarding aspects of Bosworth Summer School, including accommodation needs, staff rotas, cleaning and liaison with Admissions. |
| * **Easter Boarding** | * Plan and organise Easter Boarding House opening where requested, in conjunction with Boarding Office staff |
| *This job description is indicative of the range of current duties and responsibilities of the post, it is not comprehensive. It is inevitable that the duties will change as the role develops, and it is essential, therefore, that it should be regarded with a degree of flexibility, so that changing needs and circumstances can be met, all changes will be discussed fully.* | |

**Bosworth College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Any offer of employment will be conditional on satisfactory references and enhanced DBS being obtained.**

You will be able to demonstrate the following key knowledge, skills, behaviours and experience:

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| **Person specification** | | |
|  | **Essential** | **Desirable** |
| **Ability/skills:** | Excellent communication and  interpersonal skills  Able to work independently and prioritise tasks  Recognises strengths and weakness in others  Pragmatic approach to problem solving  Expects high standards   * Computer literate   Analytical problem solver - can weigh up information and evidence and draw balanced conclusions | Experience of working with young people  Working knowledge of MS Office software  Previous experience of using a Management Information System (e.g. Engage)  Familiarity with online training programmes (e.g. Educare)  Experience of managing staff successfully |
| **Qualifications:** | First aid certificate or willingness to obtain on joining  Full clean driving license | Training, assessing or coaching qualifications |
| **Experience:** | Experience of training/coaching or developing others  Experience of working in successful team environments  Supervisory experience | Good working knowledge of child protection issues & current safeguarding practice  Has carried out 1:1 reviews |
| **Personal attributes:** | Confident and calm when dealing with a range of issues  Energetic, motivated and enthusiastic  Proactive rather than reactive  Supportive  Non-judgemental  Team player  Knows when to ask for help and support from colleagues/managers  Willing to undertake additional training as required  Empathetic approach to student management  Authoritative, confident demeanour when supporting Supervisors in management of students |  |

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| **Salary**  Annual salary in the region of £14,250 p.a. |