



JOB DESCRIPTION

Job Title	Head of Boarding
Reports to:	Managing Director
Manager to:	Boarding Tutors, House Parents (including shift managers), School Nurse

This job description provides a guide to, and general description of the duties and responsibilities of the Head of Boarding. It is not intended to be wholly definitive; therefore, the incumbent shall not be constrained from providing such support as may be properly attributed by the company over time to the role of the Head of Boarding. In this respect, the Head of Boarding (HoB) will be expected to undertake any other related tasks as may reasonably be requested by the Managing Director.

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the company as relevant to their role.

Aims and Functions

- To act "in loco parentis" for the students and to provide all boarders with the best possible experience of a boarding education by ensuring a challenging and supportive environment: a home - from - home for boarders.
- To take a lead on safety, good discipline and pastoral well-being of all boarders.
- To effectively line-manage a team of Boarding Tutors and House Parents, organising the duty rota for each term and holiday period.
- To keep the Managing Director informed on all student welfare concerns.
- To be an active member of the Boarding Management Team.
- To liaise with the School Nurse to ensure students' medical needs are well managed.
- To liaise with the pastoral lead at Kensington Park School (KPS) and Chelsea Independent College (CIC).
- To ensure the National Minimum Boarding Standards are exceeded, and report to the Managing Director with recommendations and updates.

Care, Welfare and Development of Boarders

- Ensure staff are familiar with the names of each boarder and concerned for their development - academic, social and personal welfare.
- Liaise weekly with school/college staff about the students' pastoral welfare.
- Liaise weekly with the Nurse about the students' general health and welfare
- Develop awareness of general health, hygiene, eating and sleeping natures and keep the Boarding Tutors, House Parents and School Nurse informed of any concerns.
- Monitor behaviour and deal appropriately with any disciplinary issues, ensuring school/college is kept fully informed.
- Monitor tidiness of rooms and communal areas on a weekly basis ensuring there is clear and open communication between domestic staff and boarding staff.
- Ensure that all polices are correctly followed by all boarding staff and monitor this through regular observations and meetings with staff.
- Ensure that the entire boarding team follows the safeguarding policies for each school/college.
- Attend pastoral meetings across the school and boarding community.
- Chair and facilitate the boarding staff team meetings.
- Meet with the Managing Director on regular basis and ensure s/he is kept fully up to date on all boarding and pastoral issues.
- Develop, in the students, a sense of collective responsibility and sensitivity to the difficulties and needs of others and encourage such support and help for each other as is appropriate.
- Ensure the safety and security (physical and emotional) of all students in boarding at all times when they are in school/college's care.

Boarding Records

The Head of Boarding is expected to participate in:

- Ensuring the administration files detailing procedures and routines are fully maintained.
- Ensuring individual student files include, where appropriate, individual welfare plans and help with implementation of IEPs as necessary under the direction of the school/college.
- Ensuring exeat permission forms are completed and authorised.
- Keeping careful records pertaining to trips and visits, permissions to stay away with guardian or parents.
- Ensuring that the daily logs, SIMs entries, discipline, medication, sanctions and other centralised records are up to date.
- Organising, recording and participating in regular fire practices each term (daytime and overnight) and to keep records in accordance with regulatory requirements.
- Maintaining records of all communications/contacts with parents and guardians.
- Developing and managing members of the House team: ensuring reviews of performances and continuing professional development in annual appraisal,

ensuring these are recorded.

- Ensuring new staff are reviewed during their probationary period.
- Ensuring all housekeeping and maintenance matters in the Boarding House are managed, including furniture, fixtures and fittings.
- Regular communication with the Facilities Team; JMS for maintenance; H&S officer and external service providers for general upkeep and maintenance to the House.
- Regular meetings with the Head of Admissions and Finance Manager for details on new pupils and the House budget.

Duties and Tasks

- Manage the room allocation system, liaising on this task with admissions staff throughout year.
- Lead students' boarding induction, including police registration and organising the students to set up bank accounts and purchase Oyster cards.
- Manage the boarding aspects of the company-led Easter and Summer Schools.
- Be responsible for making sure that the accommodation is presented in a tidy, professional and homely manner, including ensuring boarding notice boards are kept up to date and maintained.
- Under the direction of the Managing Director, ensure all policies and procedures are up to date and relevant, including the boarding handbook.
- Ensure all staff are aware of policy and procedure.
- Meet regularly with boarding staff both as individuals and as a team.
- Manage boarding staff induction and training.
- Attend such meetings and official functions as are appropriate to the role.
- Ensure the chaperoning duty is effectively managed and students are safe throughout their journey to and from school, and to/from other places of activity.
- Perform any other key task which the Executive Principal or Management Team may reasonably assign.

Scheduling of Hours

According to the Duty Rota:

- Wake the boarders from 7.00am and ensure they attend breakfast (in PBH);
- Show an active presence in the boarding house throughout the day
- Ensure pupils have dinner (in PBH)
- Lead after-school meetings (usually 7.00pm)
- Ensure the published bedtimes are adhered to for respective year groups

The Head of Boarding receives two days off in a seven-day week. This includes working alternate weekends from Friday night to Sunday night at 7.00pm, with cover provided by the boarding tutor team. The Boarding Team provides some cover throughout the working day to ensure that the Head of Boarding has sufficient time off in a 24-hour

period.

The Head of Boarding receives 35 days holiday each year, which includes public holidays. Annual Leave must be coordinated with the Deputy Head of Boarding to ensure that someone of a supervisory role is always on call at PBH at any given time. Holiday may not be taken during term time.

Training

The Head of Boarding will be expected to undertake the relevant Boarding Schools' Association qualifications at the level applicable, if they have not already done so. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

The Head of Boarding will be trained to Level 4 in Safeguarding, and be able to undertake the duties of DSL in their absence.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED FROM
QUALIFICATIONS and EXPERIENCE including details of specialised knowledge and skills required, training and development	<ul style="list-style-type: none"> – Some experience working in boarding management. – Experience within welfare/pastoral role. – Working well with young people. – Working well with colleagues. 	<ul style="list-style-type: none"> – Educated to graduate level. – Completed Child Protection training – Recent experience of working with young people with international background 	Application Interview
SKILLS and ABILITIES	<ul style="list-style-type: none"> – Understanding of the requirements of Safeguarding, Equality and Diversity, Learning Support, Health and Safety – Good interpersonal skills – Supportive team player who enjoys good relationships with colleagues 	<ul style="list-style-type: none"> – Shows initiative – Accountable and ready to take responsibility 	Application Interview References
PRESENTATION and APPEARANCE	<ul style="list-style-type: none"> – Neat, well-groomed and well-presented – Punctual – Organised 	<ul style="list-style-type: none"> – Positive role model 	Application Interview References
ADDITIONAL REQUIREMENTS	This is a residential role – the incumbent is expected to live on site		