



---

An independent 11 – 18 girls' day and boarding school in Brighton

---



## ***Head of Boarding***

### ***The Role***

Reporting to the Deputy Head, Pupils (Pastoral and Progress), the Head of Boarding is a new senior leadership position and an exciting opportunity for candidates both with experience of leadership in schools and those who feel ready for the next step.

We are seeking candidates who are dedicated and committed to the welfare, care and progress of all pupils. We are looking for someone who can make a difference to each individual pupil, and who feels ready for the challenge of this senior leadership role.

This position will also include a leadership role as part of the newly formed Roedean Group of Schools.

Boarding at Roedean is growing each year with over 300 full, weekly and flexi boarders from September 2017 and the largest ever school roll with over 630 pupils by September 2018.

The Head of Boarding will play a key role in the development of a growing school, and in ensuring and supporting the welfare, safety and happiness of the boarders. The successful candidate will be expected to build strong relationships with all of the boarders in their care, in order to ensure the needs of all the boarders are met.

The successful candidate will lead the Senior Boarding Mistresses, the Housemistresses/masters and their house teams across six boarding houses. The Head of Boarding will work with the Housemistresses/masters, to ensure coherent, clear and consistent approaches, structures and standards across all the houses, and ensure the safety, wellbeing and personal development of all boarders.

The Head of Boarding will advise and support the Deputy Head, Pupils (Pastoral and Progress) on all boarding matters and will act as the lead senior member of staff on duty, throughout the weekends during term time.

## ***Main Duties***

### **Overall responsibilities**

- To work with the Deputy Head, Pupils (Pastoral and Progress) to lead the boarding strategy at Roedean.
- To work alongside the Senior Team to develop boarding across Roedean's Group of Schools.
- To ensure full compliance in all areas related to boarding.
- To secure consistent and effective leadership across all the boarding houses.
- To lead the provision and delivery of training for staff and girls.
- To work with school boarding and pastoral leads to oversee, monitor and ensure the academic progress of all boarders.
- To develop and promote the highest quality provision for the boarders in terms of academic support and pastoral welfare.
- To work alongside the Heads of Key Stage to ensure high quality, effective and up-to-date communication across the Boarding Houses and between Boarding Houses and the school community.
- To be resident, and on duty, in the evenings and at weekends during term time.

### **Roedean Group of Schools**

- To work with Senior Team with developing the Strategic Development Plan for the Group of Schools.
- To assist in the evaluation and monitoring of standards in Boarding across the Group of Schools.
- To work with Senior Team to oversee and monitor the National Minimum Standards and other Statutory regulations across the Group of Schools.

### **Pastoral Leadership**

- To lead the Boarding Team and ensure high quality provision and delivery consistently across the boarding houses.
- To devise and ensure the delivery of a high quality and effective induction programme for new pupils within the boarding houses
- To develop the means for building and maintaining strong relationships with all parents and guardians each term.
- To be part of the Safeguarding Team working with the DSL and Deputy DSLs, and alongside Heads of Key Stage, Pastoral Managers, and the Health Centre to ensure the individualised care of all boarders.
- To lead a review of the House Team structure – involving both day girls, staff and boarders to secure a whole school communal experience of teams, events, competitions and house identity.
- To be the senior member of staff on duty/on call in the evening and at weekends during term time.

### **Contribution to Whole School**

- To attend senior team meetings as required, all staff meetings, parent evenings, and other school functions.
- To develop the strategy for the recruitment and training of house/boarding staff.
- To play a key leadership role in boarding, at Roedean, and as part of the Roedean Group of Schools.

## ***Person Specification***

### **Knowledge and Experience**

- A proven track record of pastoral care and leadership within a boarding setting.
- Experience of leadership of a team or teams, and/or of leadership roles within schools.

### **Skills**

- Ability to think strategically with strong leadership and team member skills.
- Excellent communication, listening and negotiation skills.
- Strong organisational and administrative skills with an ability to work to a budget.

### **Personal Qualities**

- An ability to be flexible and to understand the nature of schools undergoing change.
- A genuine interest in the holistic care and development of children and young people.
- An ability to organise and prioritise tasks and meet deadlines.
- An ability to empathise with and to inspire and motivate staff and pupils.
- An ability to build and sustain positive relationships.
- A sense of humour and calm and considered approach to pupils and colleagues.

## ***Package***

The person appointed, if a teacher, will be expected to teach as required. This allocation may change (up or down) if needs arise and the person will need to be able to show the flexibility to take on additional teaching duties if required.

Accommodation is provided free of charge.

The post is remunerated on the leadership pay scale.

### **Other benefits include**

- Relevant Pension Scheme
- Death in Service Benefit for non-teaching staff
- Remission of fees for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 %)
- Free school meals whilst on duty
- Childcare voucher scheme
- 'Cycle to Work' scheme

## ***Safeguarding***

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition check, a prohibition from management check, an enhanced DBS check and a safeguarding interview.

### ***Appointment details and how to apply***

Applicants must complete the application pack and return it to [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

The deadline for applications is 6 November 2017. Due to the need to appoint quickly we reserve the right to interview and appoint at any stage of the process.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.