

Durham Cathedral Schools Foundation

Boarding House Resident Tutor - Poole House

Boarding is thriving within the Durham Cathedral Schools Foundation, with boarders being accommodated across three Boarding Houses on the Durham School site. School House and Poole House for boys aged 11-18 and Pimlico House for girls aged 11-18. Barrington House located on The Chorister School site accommodates the Choristers aged 7 to 13.

A Boarding House Resident Tutor is expected to be resident in the House for the majority of the time in term-time and support the Housemistress/master and Matron in the successful running of the House for boarders.

This role would be ideal for an individual already working within the Durham Cathedral Schools Foundation, an individual studying for a post graduate qualification or having employment outside of School that would allow for the Resident Tutor duties to be carried out. It is expected that the Resident Tutor is part of the House community and that they contribute to making this a fun, happy and safe environment for the boarders and staff to live within.

Duties:

Weeknight duties: The Resident Tutor will be expected to carry out one evening duty during the week (Monday – Thursday) and be responsible for the welfare and safety of the boarders. This includes supervising Prep and possibly offering an evening activity, although other members of staff may also be on duty to deliver activities.

Weekend duties: The Resident Tutor will be expected to carry out a full day and evening at the weekend, usually Sunday. This will include ensuring the welfare and safety of the boarders, monitoring boarder’s whereabouts and activities, ensuring studies are completed, liaising with parents where necessary and maintaining the smooth running of the House.

Duties: Duties for the forthcoming term and year are arranged by the Head of Boarding in liaison with the Senior Housemistress/master. It is expected that the Senior Housemaster/mistress and Resident Tutor work together to share duties evenly within the House. A team of Tutors and the Deputy Housemistress/master also cover evening weekly duties and provide activities at weekends. The Resident Tutor and Housemistress/master are responsible for the duty on the early Monday May bank-holiday.

On-call overnight: During the week (Monday – Thursday) the Resident Tutor will be expected to be on-call one night a week to deal with overnight emergencies or incidents. Matron and usually the Housemistress/master will also be on site depending on the nature of the incident.

**Occasional weeknight duties** (Monday – Friday) between 4.20 p.m. – 11.00 p.m, especially when usual duty staff are required for parents’ evenings or other school functions. This will be organised well in advance of the event.

**Start of term**: as boarders return to their boarding house the evening before each term and half term opens, the Resident Tutor and the Senior Housemistress/master are both on duty from 6.00 p.m. onwards.

 **When on duty, staff will be required to:**

* Carry out regular roll-calls.
* Oversee signing in and out, both of boarders and guests.
* Supervise evening prep (during the week).
* Accompany boarders to meals in school (especially at weekends).
* Liaise with the Housemistress and Matron using the duty book, and in hand-over between duty periods.
* Possibly taking the weekend activity whilst the House is covered by a member of School staff.
* Monitor the safety and security of the building, and report any concerns.
* Ensure the welfare and safety of boarders in their care in line with school policies and procedures.

The Resident Tutor may also be requested to carry out appropriate duties or activities as identified by the Housemistress/master, Head of Boarding or Principal.

**Accommodation:** The Resident Tutor will have a room with separate private bathroom and toilet facilities. The room will compromise of a minimum of a bed, desk, wardrobe, drawers and a small fridge. The Resident Tutor can add soft furnishings and other decorations to make it homely. Each House has full wifi coverage. Each House also has a House kitchen and laundry facilities which are available for the Resident Tutor to use. Car parking is available on the School site. The accommodation is provided free, no pets or smoking are allowed on the School premises.

**Safeguarding training**: will be provided and other School CPD will be open for Resident Tutors to access including ‘Working with Boarders’.

**Remuneration:** The Resident Tutor will receive remuneration monthly, according to the Durham School pay scale.