



# SOUTH WESTMORLAND MULTI ACADEMY TRUST

## **Boarding House Assistant**

### Job Description

**Salary:** NJC Scale 2 (points 3-4 – currently £22,366 to £22,737 per annum full time equivalent)

**Hours:** 3 x evening shifts per week – 3.25pm – 11pm (Mon – Fri), 2 x weekend shift 12pm-9pm (Sat and Sun), 2 x breakfast shift per week 7.15am-8.45am. Resident every night during term time.

The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time.

### **Relationships**

1. The post-holder reports to the Head of Boarding
2. The post holder will work closely with the Head of Boarding, Deputy Head of Boarding and Houseparents
3. The post-holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of residential care and the teaching and learning at Dallam School

### **General Responsibilities**

As a Boarding House Assistant, you will be an integral part of Dallam's boarding staff and the wider house boarding team. The primary role is to provide quality care and pastoral support to our boarding pupils.

### **Specific Responsibilities**

- Work closely with our boarding pupils, undertaking duties in the boarding house on a rota basis. Duties will include a variety of daytime, evening and overnight shifts including weekends
- Work with the Head of Boarding management team to ensure information and issues arising during your duties are correctly reported and followed-up
- Assist the Boarding House with administration tasks as required
- Assist with student supervision during prep and activities
- Provide 'on call' cover for absent colleagues in the boarding house
- Routinely be in your accommodation before the security alarm is set in the evening so that the duty staff can secure the house for the night
- Occupy your accommodation during term time

- Assist in emergency evacuations in the boarding house, if the situation arises, as instructed by the duty staff
- Encourage our young people to engage in clubs/activities and societies;
- Assist in the supervision and co-ordination of weekend boarder activities and trips
- Maintain good order, appearance and behaviour in the boarding house at meal times and throughout the school as a whole
- Promote the School and the value of boarding at Open Days and other marketing events, when appropriate.

**Dallam School is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: ..... (Post Holder)

Signed ..... (Line Manager)

Date.....

<p>The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.</p>
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