



Graduate Boys' Boarding Assistant - Job description

The Graduate Boys Boarding Assistant is expected to live in the Boarding House full time, with specific duties as described below.

Please note; the below list is an indication of the types of roles/tasks/responsibilities the Graduate Boarding Assistant may be asked to do. However, it is not exhaustive and tasks other than this may be requested by the Head of Boarding and the Senior Leadership Team

Main tasks - Boarding

- Undertake regular weekday duties in addition to weekend duties on a rota basis.
- Be highly visible at all times whilst on duty
- Help maintain the general tidiness of the House regarding health and safety
- Ensure all boarding students have a reasonable structure to their day and evening, including prep
- Be responsible for putting to bed (as per the bedtimes in the hand book) and getting the boys/girls ready on time in the morning, adhering to the school rules of dress code
- Ensure there is an evening/morning roll call when all boys/girls are in their rooms
- Be aware and instigate the school rules on good behaviour and the house handbook whilst following up any behavioural issues in accordance with school/boarding policy
- Ensure all passports and other documentation/money, flight details etc. are handed into the Housemaster/Housemistress as soon as possible
- Ensure all rooms are kept tidy and of an acceptable level of cleanliness, and laundry days are observed i.e. stripping of beds and dirty washing in their bins
- Ensure that all boarding students shower/bathe on a regular basis
- Pass on all maintenance concerns to the Housemaster/Housemistress or School Housekeeping manager
- Plan and run activities to engage boarding students and offer new experiences
- Be on hand to assist the Housemaster/Housemistress with duties within the boarding house, as requested
- Cover boarding house for emergency situations and during whole school meetings such as school in-service training afternoons
- Attend Boarding Events as required

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Pastoral role

- Ensure all students are happy and safe in their boarding environment, helping, and listening to problems, looking out for bullying, eating disorders, depression, homesickness etc. within the boarding house and reporting back to the Housemaster/Housemistress
- Responsible for accompanying boarding students to appointments with doctors', dentists, extra tuition, to and from the airport, ID, medicals, driving licence and visa's etc. Booking all transport with the transport manager with as much notice as possible
- Provide a family environment where students feel safe and able to thrive

Child Protection

- Receive appropriate child protection training prior to beginning work in the boarding house.
- Undergo induction training with the Housemaster and Assistant Housemaster prior to beginning duties in the boarding house
- Follow and implement the Schools Safeguarding Policy

Within School Role

The Graduate Boarding Assistant will support the Senior School during the usual school working hours and may be asked to support with some/all of the following:

- Lead/support with an Extra Curricular Activity where appropriate
- Provide support to the pastoral team as a pastoral manager
- Provide cover support within the school as/when/if needed
- Fulfil three break/lunch duties a week
- Communicate with boarding student teachers and remain active in school life

Please note

Alcohol is not to be consumed whilst on duty and you should not be under the influence whilst on duty. You should lead by example in your actions and behave in an appropriate and responsible manner. Alcohol should not be evident at any point in the house. External guests are only able to visit the Boarding House during holiday time and subject to approval unless approved by a member of the Senior Leadership Team.

Meals are provided during term time.

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