

Head of Boarding from Jan.'22

JOB DESCRIPTION

Job Title	Head of Boarding
Department	Boarding and Pastoral team
Reports to	Head of School
Purpose	The post-holder is responsible for ALL aspects of boarding.
Overview	To lead the team of House Parents and other and other boarding staff to provide the highest standards of pastoral care to the students, and to ensure every student experiences care and feels 'at home'.

Main duties and responsibilities

- **Strategic leadership and management of boarding** (the strategic plan), with a focus on student satisfaction and developing a consistent high-quality boarding provision; making recommendations to the Head of School for changes to meet best practice; ensuring quality assurance practices (e.g. completing audits, conducting boarding surveys, observations of the boarding team on duty; providing support and intervention where necessary; reviewing NMW and rest break compliance)
- **Leads and manages the House Parents and other boarding staff (e.g. Assistant House Parents, Resident Assistants, etc);** creating a culture of ambitious and continual improvement to the School's boarding provision; bi-termly reviews, and professional development (INSET, BSA, etc.); appoints all boarding staff; ensures consistently high professional standards, and a friendly and supportive service to students as an ideal parent would; conducts probationary reviews, appraisals, and deals with any disciplinary issue relating to boarding staff; ensures that all relevant policies and procedures are followed by boarding staff
- **Leads by example: a positive, visible and active presence on campus;** be the senior person on duty/on call accommodated on campus (delegated to House Parents when not on duty)
- **Key point of contact** for boarding/ residence for parents and Admissions teams; for boarding emergencies
- **Leading student welfare and wellbeing,** in line with the School's philosophy of personalised all-round care in an academic setting: safeguarding, complaints, emergencies, student concern or student as a concern; promoting safe choices; awareness of students' all-round general health (incl. mental health), hygiene, laundry arrangements, and sleeping patterns; creating a homely and stimulating environment

that is routinely updated; striving to ensure that students are happy and that their boarding experience is as good as it can be

- **Leads the Boarding team in supporting the academic and wider aims of the school:** ensuring that students are up and on time for morning lessons or tutorials and are studying effectively in the evenings and weekends; taking an active interest in students' university ambitions and co-curricular pursuits
- **Responsible for all boarding compliance and willing to undertake training as required:** NMS self-evaluation and evidence file, ISI inspection preparation; Safeguarding and training and being a DSL; risk assessments and overall safety, welfare and security of boarders; knowledge of relevant legislation (e.g. Children's Act, Child Protection, KCSIE, Human Rights, Health and Safety at Work, GDPR, Prevent Duty); fire practices and records, and fire safety; supporting the School's UKVI responsibilities; updating boarding / residence handbooks; student inductions, etc.; maintaining a high level of 'inspection-readiness'
- **Responsible for boarding-related meetings and records:** oversight of compiling and distributing as required or requested all student details: rooming, medical and personal details, etc.; chairing and acting on issues raised in House Parent meetings and Student Residence Committee meetings; ensuring that handover logs, medication, discipline, sanctions, permissions, are accurate, up-to-date, and distributed / acted on as appropriate; maintaining all records of communications with parents, Admissions teams, and outside agencies
- **Responsible for day-to-day and overnight operational oversight:** all staff and student routines; arranging day and overnight on-call rotas and last-minute changes; rewards and sanctions of students; medical matters and ill students dealt with appropriately; maintaining accurate systems for knowing whereabouts of boarders during all hours outside lessons; discipline, hygiene, laundry arrangements, and good order
- **Communication:** responsible for ensuring and monitoring excellent communication between academic, pastoral and administrative colleagues and the Boarding team
- **Works with, often in a leading or coordinating role:** Pathway Managers, Academic Tutors, and Assistant Heads, with regard to resident students' welfare, wellbeing, and general academic progress, to incl. contributing to written pastoral reports regarding individual students' boarding experience; the Activities Coordinator, to ensure a regular, varied, and well-attended programme of campus social activities and to instigate and develop a House structure and identity; with the Operations Manager, for the fabric of the residence and maintenance; the Student Council and Student Boarding Committee for students' views; New York (and soon Pascedena) equivalent staff; Global Admissions and Central Admissions teams, regarding student travel plans, arrivals and departures, room allocation, and miscellaneous issues and requests; parents, with regard to routine permissions and specific concerns, notes of student achievement and general information; Security, regarding the safety and security of the residence; School Counsellor, nurses, VISA Compliance Officer; outside agencies as required (e.g. regarding Safeguarding, Prevent, medical practice)

- **Responsible for the marketing of boarding:** via social media, a periodical boarding magazine sent to parents, etc.; also working with Academy central offices to celebrate boarding life at EF Academy Oxford (videos, etc.)
- **Whole-school;** attends all relevant meetings; assist with tours, special requests, etc.
- **Willing to undertake any related task** as may reasonably be requested by the Head of School)
- **This job description may be reviewed** at the reasonable discretion of the Head of School in the light of the changing requirements of the School and in consultation with the post holder
- **The performance of the post-holder** is formatively reviewed over the year as part of the School's performance management / appraisal process

Person specification

- Committed to the all-round ethos of a boarding-school environment, with an emphasis on customer satisfaction; willing to work hard with energy and enthusiasm
- Passionate about boarding in an international 6th form setting, with the confidence, tact, and presence to effect major cultural change by building and shaping a dedicated boarding team
- Ability to delegate effectively and enable staff to succeed and work as a team
- Prior experience of a boarding school environment is essential for this role, as is prior experience of line-managing staff effectively
- Ideally, evidence of implementing strategies that have positively impacted on the boarding experience of students
- Innovative, flexible, dynamic, dependable and calm; strong listening, decision-making and problem-solving skills; loyal, independent-minded and pro-active; shows initiative; treats people equally and sensitively; shares knowledge and best practice; ensure confidentiality where required; works effectively with other people by being self-aware; can handle challenging situations if they arise
- Ability to assimilate regulatory requirements and ensure they are implemented, with appropriate systems and checks; ability to maintain accurate and succinct records
- Excellent communication and ICT skills
- Excellent organisational, administrative, and interpersonal skills; able to motivate staff and students, and develop excellent working relationships
- Able to work well in an international environment

Remuneration

- **Salary** is competitive and dependent on the successful candidates experience and qualifications; accommodation is provided and offset against salary at the government rate; utility bills paid; meals in term-time are also provided
- **Working hours:** for the boarding team the working hours are mainly outside the normal school day, and at weekends. You can expect to work up to a 48 hour week, which includes overnight 'on calls' as the senior point of contact (SPOC). In term time, there will typically be 6 days off every 3 week cycle, which includes one weekend.

The post-holder must remain resident overnight in term time; exceptions may be made subject to the approval of the Head of School

- **Holiday entitlement:** 40 days, to be taken in school holidays, and excluding Bank Holidays during term time and the days around the beginning and end of terms; days taken as holiday to be agreed with the Head of School
- **Contract:** permanent, subject to satisfactory probationary period of one term
- **Notice period:** one term
- **Pension:** Stakeholder pension
- **Training:** commitment to ongoing training pertinent to the role (Safeguarding, Health and Safety, boarding-specific courses)

Pre-employment checks

- Applicants must be able to provide evidence of having the right to live and work in the UK and be prepared to undergo an enhanced DBS check