

## Boarding Supervisor Job Description



**ROCHESTER**  
INDEPENDENT COLLEGE

**Job Purpose:** To support and participate in the running of the boarding house in accordance with the National Minimum Standards for boarding schools.

**Responsible to:** Head of Boarding

This job description provides a guide to, and general description of the duties and responsibilities of the Boarding Supervisor. It is not intended to be wholly definitive; in this respect, the Boarding Supervisor will be expected to undertake any other related tasks as may reasonably be requested by the Head of Boarding.

### Aims and Functions

- Under the direction of the Head of Boarding to act “in loco parentis” for the students and to provide all boarders with the best possible experience of a boarding education by ensuring a challenging and supportive environment: a home from home for boarders.
- To ensure the safety, good discipline and pastoral well-being of all boarders, especially ensuring that safeguarding procedures are followed.
- To ensure that the pastoral needs of students are fully met as laid out in the boarding staff handbook and policies.

### Care, Welfare and Development of Boarders

Boarding Supervisor should:

- Be concerned for the student’s development – academic, social and personal welfare. Ensuring the safeguarding of each student.
- Liaise with daytime duty boarding supervisors/ Nurse and Head of Boarding with regards to the students’ academic and pastoral welfare.
- Develop awareness of general health, hygiene, eating and sleeping natures and keep the boarding supervisors/Head of Boarding informed of any concerns.
- Monitor behaviour and deal appropriately with any disciplinary issue.
- Ensure that all polices are correctly followed.
- Support the school’s disciplinary policy.
- Patrol the accommodation on a regular basis to ensure all students are in their own rooms and good behaviour is maintained.
- Ensure the safety and security (physical and emotional) of all students in the House at all times when they are in the school’s care.

### Boarding Records

The Boarding Supervisor is expected to participate in:

- Maintaining administration files detailing procedures and routines.
- Keeping careful records pertaining to permissions to leave with guardian or parents.
- Ensuring that the 'handover' log book, discipline, medication, sanctions and other centralised records are kept up to date.
- Maintaining records of all communications/contacts with parents and guardians.
- Take part in appraisals and probationary meetings as directed.
- Attend the formal Boarding Staff meetings.

### Duties and Tasks

- Patrol the building to ensure student safety and behaviour.
- During duties, monitor CCTV and alarm system, exits and entry points and man the emergence mobile phone.
- Deal with emergencies of any kind, including escorting students to hospital, in the event that the nurse or boarding staff are not available to do so.  
Perform daily room checks ensuring that boarders are up in the mornings and attending lessons. Ensuring that rooms are tidy and well-kept and that cleaners are able to gain access
- To keep good records and hand over all relevant issues to night duty staff.
- To perform any other key task which the Head of Boarding may reasonably assign.
- To organise and participate in regular fire practices each term in the evenings and during the night.

### Other Aspects

Accommodation:

The entire site is a non-smoking area. After curfew, students are expected to be in their rooms and are not permitted to exit the buildings. Any student who tries to leave the boarding house should be reported to the Head of Boarding

Appraisal:

The Head of Boarding will appraise the Boarding Supervisor each academic year. An appraisal is designed to help and encourage professional development and performance.

Training:

The Boarding Supervisor will be expected to undertake any relevant training at the level applicable, if they have not already done so. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

**Rochester Independent College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**