

# John F. Kennedy International School AG



## **JOB DESCRIPTION of** *Boarding Assistant* *---- 2024-2025 ----* *100 % contract*

This job description document contains:

- 1) The JFK Boarding Staff general job description
- 2) The aforementioned employee's specific job description

### **Job description initial agreement and review**

The initial agreement will take place before the end of June in the preceding academic year, unless employment begins after this date.

Reviews will take place at least once per year. Further reviews may be requested by the employee or Head of Department.

	Date	Signature of job description holder	Signature of Head of Department	Comments, if relevant and pertinent
<b>Initial discussion &amp; agreement</b>				
<b>Review</b>				
<b>Review</b>				
<b>Review</b>				

# Boarding General Job Description

JFK is a unique small school with a family feel. We believe that learning exists inside and outside the classroom and that each child is different and so their learning and progression will also be unique.

JFK staff are expected to foster a professional environment through exhibiting the core values of the School.

## Key areas of responsibility

- Provide care and security for the Boarders while they are in the School's care
- Ensure general health, hygiene and sleeping routines are met
- Ensure all Boarders maintain a healthy diet and mealtimes are happy and civilised
- Manage the discipline of Boarders, monitoring behaviour, manners and dress to ensure they are in keeping with the School's Code of Conduct
- Ensure that the Boarding area of the School looks neat, tidy and attractive in line with House expectations
- Comply with duty routines and keep up to date with incoming communication
- Assist with the beginning of the term preparations and end of term pack down
- Ensure there is a constant review of pastoral approaches, keeping up to date with developments in child wellbeing practices
- Set high, clear and consistent expectations for student achievement and support home based learning
- Be flexible and adjust methods to meet individual Boarder's needs
- Liaise with different departments to ensure that information is shared efficiently
- Promote Boarding as an integral part of School life

## Student well being

- Ensure safeguarding of students, reporting concerns to the appropriate member of staff
- Create a positive community of mutual respect and support
- Positively embrace differing cultures
- Read and adhere to the various policies of the School and support the ethos of the School by upholding the behaviour code, uniform regulations and other expectations
- Be inclusive, 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
- Act as a positive role model for students, exemplifying a positive attitude
- Ensure the safety and security of all Boarders when they are in the School's care by following procedures, adhering to ratios and supervising vigilantly
- Have an understanding of students' personal, academic and emotional needs and be concerned for all aspects of their development

## Accountability

- Ensure student progress is reported by assisting with written reports to parents each term
- Demonstrate responsibility by motivating and enthusing staff and students
- Ensure Boarders are making good progress, taking appropriate action if a Boarder needs extra support
- Ensure your personal beliefs are not infiltrating through your work
- Participate in the School Professional Development and Mentoring Programme
- Reflect on your pastoral care and adapt as necessary
- Attend weekly meetings as necessary

### Additional duties

- Attend all school functions as required, outlined in the Staff and Boarding Calendars
- Participate in meetings, training, preparation days and School/Boarding events as needed, including before the start of term, when term has finished and during long weekends
- Make a contribution to School events and projects
- Ensure that all deadlines are met, as published in the School Calendar or highlighted by your Line Manager
- Provide in House cover as and when required by Line Manager
- Engage in professional development both inside and outside the School

### Other

- Liaise with your Line Manager promptly, communicating clearly, listening carefully and responding to feedback appropriately
- Demonstrate effective time and resource management
- Work cooperatively with colleagues
- Ensure that as a member of staff you set the highest standards (being punctual, dealing with adults and students in a sensitive manner, being open to change, appropriate dress, etc.)
- Preserve and promote the good name of JFK in all dealings with the community and parents
- Work effectively with other people by treating people respectfully and equally and developing good working relationships
- Maintain confidentiality - never publicly relay information about the School or students until the Director has given permission
- Manage resources effectively, in particular demonstrating strong time management skills but also effective management of equipment, ICT facilities and information
- Maintain a professional and business-like appearance at school
- Ensure that all interaction with students and parents remains within the confines of an appropriate professional relationship. (including facebook/instagram pictures and friendships)
- The entire School site is a non-smoking area

### Benefits

- All meals are provided for Boarding Staff during term-time
- Comfortable, on site accommodation is provided for Boarding Staff throughout the year, inclusive of facility costs
- Overnight stays by third persons is generally permitted but the use of the facilities must be authorised ahead of time
- The purchase of a ski pass

The job description is subject to variation depending on the needs of the School. Staff may be required to carry out additional reasonable requests as requested by their Line Manager or the Director of the School.

# Specific Job Description

## **Boarding Assistant**

- Work 6 duty days of the week for a 100% position, averaging a 52 hour week
- Additional time off such as day or evening duties are provided at the discretion of the School with the expectation that sufficient time and responsibility is taken to ensure the general organisation of the role.

## Specific areas of responsibility

- Provide support in the Boarding House as required, becoming familiar with Boarders and House routines
- Be a contact person for Boarding day duties as required
- Provide in House cover when needed, including as a replacement for Houseparents during times of absence
- Participate in an engaging weekend activity program
- Contribute to the running of an enriching Boarding program, including participation in routines, events and initiatives
- Assist with Boarders' extra curricular commitments, travel arrangements, appointments and transport