



HEAD OF BOARDING JOB DESCRIPTION

Job Title :	Head of Boarding	RA	RA5
Line Manager:	Principal Deputy Head	Timetable remission	10ppw

Purpose of Job

The role of the Head of Boarding is to lead the boarding village ensuring that boarding provision at Harrow Bangkok is world-class.

Duties and Responsibilities

Chief responsibilities

1. Act as a champion and spokesperson for boarding across school and in the wider community
2. Coordinate and lead on all aspects of the day-to-day operations, pastoral care and safeguarding taking place in the boarding village

General

1. Represent the boarding community in school leadership meetings by invitation as required
2. Organise high-quality set-piece events for the boarding community and advertise these widely across school
3. Maintain and regularly review the boarding staff and the boarding student handbooks and related policies
4. Devise the annual calendar of events for the boarding village and promote key dates widely
5. Oversee the regular publication of high-quality news and information from the boarding houses and from the boarding village as a whole
6. Oversee, maintain and quality assure up-to-date and fair duty rotas across the boarding houses
7. Be a supportive presence in each House throughout the week, including working at least one full duty per week (on a weekly rotation in each House) and three weekends per term.
8. Ensure equity and consistency between the boarding houses, whilst maintaining their individuality. Mediate and find resolutions where discrepancies arise
9. Line manage the Boarding House Masters/Mistresses and boarding administrative and support staff to ensure that all policies are adhered to and that all duties are carried out in a timely and efficient manner
10. Chair regular House Master/Mistress meetings
11. Organise and quality assure an active, inclusive and effective activities and tutoring program for the Boarding Village
12. Oversee the HsM's academic oversight of all boarders
13. Assist and advise senior staff in both the Lower and Upper Schools to ensure that staff deployment within the boarding team maximizes its efficacy
14. Draw up timetables for the graduate interns and line manage them accordingly
15. Line manage the boarding assistants to ensure that administrative functions are carried out smoothly

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Pastoral

1. Advise boarding staff in best practice in the care of boarding students
2. Support boarding staff in going about their daily duties and be a supportive, positive, calm and wise presence in the community
3. Ensure smooth and efficient exchange of information between the pastoral managers of the day school and the boarding staff
4. Ensure that the boarding village is compliant with the latest standards in respect of child safeguarding and meets or exceeds UK National Minimum Standards (NMS)
5. Coordinate and lead on finding resolutions where there are instances of pastoral difficulty

Health and safety

1. Oversee and manage termly fire drills and ensure that accurate, readily retrieved records of drills and incidents are maintained
2. Liaise with operational services to ensure that security, medical provision and health and safety are exemplary

Safeguarding

1. Be the Designated Safeguarding Lead for the boarding village and ensure that full DSL training is maintained ([LINK TO DSL JD](#))
2. Hold the weekend Safeguarding Duty Phone on the weekends that they are on duty
3. Hold fortnightly CPOMS review meetings with each HsM
4. Attend the Whole School Case Conference every week regarding any boarding students on the agenda
5. Contribute to regular safeguarding audits (internal and external)
6. Ensure that all boarding houses are fully compliant with the school's policies on safeguarding and other areas of professional practice
7. Hold the safeguarding duty phone Monday to Thursday evenings inclusive

Facilities and Finance

1. Conduct regular checks of the boarding village to ensure early identification of any estate issues that need attention
2. Liaise with the operations team to ensure that the boarding village is always in an excellent state of repair, including contributing to long term estate planning
3. Oversee the equitable and efficient use of all resources across the village, maximising their potential
4. Liaise with catering and cleaning staff where village-wide decisions need to be made and communicated

Transport

1. Coordinate transportation arrangements across the houses to ensure the most effective use of time and resources

Professional Development

1. Ensure that boarding staff are adequately trained for their roles
2. Meet regularly - at least once a term - with all the boarding staff to promulgate news, best practice and any other information such as may be necessary

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Requirements

- Hold a degree, and be a fully qualified teacher in your country of origin (candidates from the UK are expected to hold QTS)
- Substantial years of experience in teaching and boarding
- Resilient, with an appetite for hard work, even at unsocial hours
- Selflessness manifested in a willingness to 'go the extra mile' to support colleagues and the wider school when the need arises with or without formal recognition
- A positive and solution-focused attitude to work
- Able to establish a healthy rapport with pupils, staff, parents and carers
- A high level of professionalism and consideration of the well-being of children
- Able to work effectively and harmoniously as part of an energetic, cohesive and hardworking team
- Strong organisation, writing and IT skills
- Recent and consistent involvement in boarding life
- Respect for all members of the school community, irrespective of position, gender, age and ethnic background
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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