



"STRONG IN SPIRIT"



## Head of Residential Care

Frewen College is a unique school in East Sussex for young people between the ages of 7 and 19. Our students have Specific Learning Difficulties (SpLD) such as dyslexia, dyspraxia and dyscalculia, and Speech, Language and Communication needs.

Of the 136 pupils, around 30, including 9 International students, are full boarders. Whilst all boarders are enrolled as full-time boarders, many go home at weekends. At Frewen we aim to give all students a stable, secure and caring boarding environment with a good range of extra-curricular activities both in the evenings and on weekends.

We have separate girls' and boys' boarding houses; catering for students ranging in age from age 11 (Year 7) to 19 (Year 14) and each house has a House Parent and Assistant House Parent(s). The whole boarding community share meals together in the main house with common room areas in both houses.

The boarding houses are designed to operate on the principle of an extended family. The boarding team are expected to get to know their pupils and provide the support, guidance and encouragement that they need.

As Head of Care you will be primarily responsible to the Principal and the Vice Principal. You will work with the team of boarding staff (two Houseparents' and three Assistant Houseparents' and a School Matron), as part of a cohesive team with the aim of promoting the wellbeing of the boarding students in your collective care.

The aim of the post is to lead and manage efficiently all staffing, organisation and resources relating to boarding and the boarding houses and to provide for the safety, good discipline, and pastoral well-being of all the boarding students.

The boarding house is a student's home away from home, so your aim is to help to maintain an atmosphere in which the students develop their confidence and independence in order to lead purposeful, busy lives and yet find time to relax and enjoy one another's company within a happy and caring environment.

### **Principal Responsibility Areas:**

- To be a member of the school's Senior Leadership Team, with responsibility for all matters relating to boarding and boarders' experience of Frewen College as their term-time home.
- To ensure the school complies with the National Minimum Standards for Residential Special Schools (NMSRSS) for all aspects of boarding; to perform an annual audit of the NMSRSS and to ensure that the school is prepared for the annual Ofsted Social Care Inspection.
- To be responsible with the Principal, in ensuring that all relevant procedures are followed when admitting overseas students, and that documentation relating to these students is kept up-to-date and in line with the Home Office latest guidance, and to be a level 1 user of the UKVI Sponsor Management System
- To work together with the Principal and Business Manager to promote and market the school.
- To be in school for sufficient time before the start of term to ensure preparations for boarders' arrival and after the end of term to resolve any matters as required.
- To oversee the creation and maintenance of all boarding policies and documents.
- To represent boarding within the school community, taking an active part in school life including staff meetings, INSET, prize giving and other events.
- To prepare an annual boarding budget and to ensure that all monies and expenditure within the boarding house are accounted for correctly.
- To advise on the suitability of student applicants as part of the admissions process, participating in student evaluation and induction process.
- To provide a termly report to update the Governors about the progress of the house.

- To fulfil the duty for safeguarding and promoting the welfare of children and young persons; to be aware of the College's procedures for raising concerns about children's welfare and report any concerns to the Designated Safeguarding Lead (DSL) without delay; to inform the Principal and/or DSL as appropriate if referral to outside agencies is required.
- To complete safeguarding training up to Level 3, in order to be part of the safeguarding team, and to ensure this is updated as required.
- To comply with all Health and Safety procedures as required by the School.
- To ensure that all members of the boarding staff team (including Matron and other non-teaching personnel in the house, as well as senior students as appropriate) are familiar with and follow the policies and procedures relating to boarding.
- To Assist the Principal and others in the recruitment and selection of boarding staff.
- To provide the boarding staff with a clear statement of their roles and responsibilities, and to provide for their Appraisal according to school policy.
- To develop and manage the boarding staff, so that they can play their part in carrying out effectively all tasks relevant to their roles and responsibilities.
- To arrange and oversee the induction of all new boarding staff.
- To plan, implement and review staff supervision and rotas; to ensure we meet our obligations as an employer with reference to employee well-being, as well as the safety and security (including emotional) of all students at all times when they are in the school's charge (including mealtimes, weekends, and on expeditions and outings); to ensure that adequate arrangements for 'back up' cover are made.
- To oversee staff training and CPD within boarding.
- To ensure that the individual circumstances, needs, strengths and weaknesses of each student are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- To be aware of students' academic profiles and special educational needs; to ensure that relevant information is shared with form tutors and, where necessary, acted upon; to ensure that evening homework is organised and supervised effectively in order to ensure students gain maximum educational benefit.
- To liaise with the Matron and school doctor to ensure that students' medical requirements are properly catered for; to encourage students to adopt a healthy lifestyle, in line with the school's policy on healthy eating.
- To liaise with laundry and housekeeping staff to ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily; to liaise with the Business Manager's office regarding Health and Safety, housekeeping and maintenance; to ensure that

students treat the belongings of others, and the fabric and furnishings of the houses, with respect.

- To develop in the students a collective responsibility to be aware of the wellbeing of others, and to offer such support and help for each other as is appropriate.
- To organize, in conjunction with the school office, all boarders' travel and to be responsible for exeat.
- To ensure that a full and varied programme of extracurricular activities is available, and students are appropriately occupied during the evening and at weekends.
- To communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure parents feel welcome when they visit the boarding house; to ensure that family incidents and problems are brought to the attention of those who need to know; to liaise with agents and external authorities as appropriate.
- To keep suitable records of students' progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required.
- To counsel students, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to liaise with the boarding staff or tutors of the students' siblings, if appropriate.
- To provide, in conjunction with appropriate staff, advice and support on planning and decisions for subject options, further education choices and transition.
- To support the school's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the boarding house and school; to inform the Vice Principal or Principal in any cases of student misconduct, as appropriate.
- To investigate boarding-related complaints and concerns from students or their parents and report findings of all investigations to appropriate staff and record the outcome accurately and comprehensively.
- To drive the school minibus or school car, as and when required.
- To perform any other key tasks which the Principal may reasonably assign.

#### **Qualities required:**

- Flexibility
- Competent IT skills
- Lots of stamina
- Loyalty
- A positive attitude and a flexible approach

- Empathy with the needs of young people with SEND
- A sense of humour
- Approachability
- Ability to work under pressure
- Willingness to undertake post-related training
- Good understanding of confidentiality and trust within a school setting
- Total commitment to and understanding of boarding life both for students and for residential staff
- Strong interpersonal and communication skills.
- Strong listening skills, empathy, and respect for all

Depending on qualifications and experience, there may be an opportunity to teach within a subject department as required by the Principal or Vice Principal, in accordance with subject specialism and experience.

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### **Person Specification**

Offers of jobs at Frewen will usually depend on the applicant's letter of application, application form, references and performance over the interview process. For some posts, particular qualifications or skills are required.

However, all those who are offered a post at Frewen are expected to be:

- responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or come into contact with;
- supportive of and committed to the School's policies on Child Protection;
- supportive of the School's policies on Equal Opportunities;
- mindful of their personal responsibilities relating to Safety, Health and the Environment;
- mindful of the need to treat all sensitive information relating to students, fellow employees and the business of the School as confidential;
- mindful of the need to behave appropriately and professionally at all times with students, their parents, peers and other staff;
- accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

November 2022

