



Mrs Maria Coulter BCS (Hons) PGCE NPQH
Principal

Job Description

Assistant Head of Boarding

Job Purpose	To be in loco parentis for all resident boarders and be responsible for the boarding house during term time.
Responsible to	Head of Boarding.
Executive Summary	<ul style="list-style-type: none">• To be responsible for the management, health and welfare, pastoral, health and safety, academic and all other relevant needs of the boarding house and the individual boarders.• To ensure that all competence and regulatory requirements are met for the boarding staff in both boarding houses.• To be responsible for all house administration, including areas pertaining to compliance.• To be the first line of contact with parents and guardians of boarders.• To ensure that communications between parents and school, boarders and staff, boarding staff and school staff is effective and appropriate.• To ensure all safeguarding and child protection procedures are effective and in keeping with BCS policy and regulations.• To be responsible for ensuring all procedures and documentation across boarding are both compliant and in line with NMS requirements.
Key Responsibilities	<ul style="list-style-type: none">• To create and manage a suitable programme of wide-ranging activities for boarders in the evenings and at weekends in liaison with the other Assistant Head of Boarding.• To maintain an ethos or tone in boarding which is wholesome and safe for each individual.• To advise and direct boarding staff in order that they can represent the needs of their students, linking pastoral care to optimal academic outcomes.

Curiosity

Commitment

Creativity

Community

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY
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Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher

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- Ongoing parent liaison on all matters regarding the boys/ girls boarding (alongside the other Assistant Head of Boarding).
- To be responsible for the National Minimum Standards for Boarding Schools for welfare and pastoral care across boarding.
- To advise the Business Manager of all necessary repairs and improvements to boarding accommodation. (This is not a sole responsibility).
- To liaise with the relevant staff in the Boarding Houses and to help ensure the effectiveness of equipment and fire drills in liaison with the Business Manager.
- To liaise with the Designated Safeguarding Lead on behalf of the Boarding Houses.
- To be the Boarding Houses liaison with the Catering Manager.
- To liaise with the Health and Safety Committee for the Boarding Houses.
- Overseeing the quality and appearance (fixtures and fittings) of the Girls' accommodation.
- To work closely with Boys' Boarding to ensure procedures in the Boys' and Girls' Boarding Houses are effective and that all members of the boarding staff understand and adhere to these procedures.
- Organising boys' /girls' boarders transport and travel arrangements where required.
- To attend, and from time to time, chair weekly meetings of all boarding staff to ensure good communication and working practices consistent between the two houses.
- To organise and effectively manage all staff attached to the House, alongside support Boys' Boarding.
- To be able to receive and tour visitors and prospective parents in liaison with the Admissions Team.
- Ensure appropriate liaison with day academic staff re boys /girls boarding issues and all other relevant boarding issues.
- Liaising with the School Nurses regarding relevant medical conditions.
- Deal with all boys /girls pastoral issues with support from Deputy Head Pastoral and Heads of Year.
- Manage the collection, secure keeping and maintain all records of all boarders, including any information required for Student Visas, passports and money.

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- Ensure that all medication brought into school by boarders has been handed into the School Nurses and that the policy for administering medication for boarders is followed.
- Manage and maintain a record of all incidents, accidents or breakages involving boarders and attend H&S meetings on behalf of the boarding community.
- Manage the boarding staff effectively and to delegate tasks accordingly that will assist in the smooth running of the boarding house.
- To ensure that written reports are produced in accordance with the school policy.
- Work closely with the Boarding staff to ensure that the laundry, snacks, furnishings and cleanliness of the boys' /girls' boarding house are maintained at a high standard.
- Liaise regularly with the teaching staff regarding the academic progress of boarders and ensure that prep diaries are signed each week.
- To attend, or delegate staff to attend, parents evenings.
- Meet regularly with and support the Boarding Prefects; challenge and give them suitable responsibilities within the house according to their job descriptions. Chair Prefect meetings as necessary.
- Manage the flexi-boarders charges in Girls' Boarding.
- To be aware of the school uniform and clothing requirements of pupils and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils.
- To be aware of the academic strengths and weaknesses of pupils; to liaise with tutors to ensure that relevant background circumstances of pupils are known and discussed; to ensure that the conditions and supervision in evening prep are conducive to effective academic progress (as directed by the Deputy Head Pastoral).
- To be resident prior to arrival, and after departure of boarders, in order to effect smoothly such arrival and departure and deal with parental requests. Depending on the term this will vary i.e. the start and end of the academic year will require an earlier time in residence than following a half term (actual time will be decided by the Head of Boarding).

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- After the end of term, to supervise the clearing up and cleaning of the house; to carry out a check of all, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the Facilities Manager, to advise on replacement or renewal of furniture, fixtures and fittings.
- At the end of the holidays (especially if the House has been used for holiday lettings) to supervise the preparation of bedrooms; to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that rooms are clean and presentable.
- House staff may be asked to represent the interests of a pupil in any Child Protection meetings or Court cases that occur as a result of matrimonial discord or the need for Social Services to intervene, but always after consultation with the Deputy Head Pastoral.
- To work with the Head of Boys' Boarding to ensure that the boarding community is culturally enriching and supports appropriate internationalisation.

General

- To lead relevant School trips
- Ensure that a safe working environment is maintained within the department.
- Be involved in the appointment and induction of new colleagues.
- To drive and be able to raise standards in boarding provision.
- To share and encourage sharing of good practice.
- To have, and nurture, good and effective relationships with staff, pupils and parents
- To promote Boarding throughout the School and engage with outreach programmes, open days etc. as required.
- To actively commit to spend time on own professional development.
- To embrace and contribute to the achievement of the School's aims and objectives.

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- Ensure confidentiality at all times and ensure compliance with GDPR.
- To adhere at all times to Safeguarding and Child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- To undertake any other reasonable tasks / duties requested by the Senior Management team.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Principal.

The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.

It may be reviewed and may be subject to modification or amendment after consultation with the post holder.

Signed:

Post Holders name:

Date:

Signed:

Principal: Maria Coulter

Date:

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