



Stoke College

Head of Boarding Job Description

General

Stoke College is a small, independent day and boarding school for children aged 4-18. Situated in 25 acres of historic parkland in a rural setting, the school is an idyllic environment, which offers our pupils a wonderful start in life. We provide an exceptional learning environment where emphasis is placed on outstanding teaching and the individual progress of all children. The College is a happy, welcoming and inclusive school. Our nurturing approach places the utmost importance on each child achieving their full potential.

As representatives of the College, all staff are required to demonstrate our core values in everything they do and to strive at all times to reflect our commitment to courtesy, efficiency and continuous improvement.

We have a wide range of pupil abilities at Stoke, and a strong reputation for supporting those with specific learning difficulties. Children who receive dedicated learning support are fully integrated into the mainstream, day-to-day life of the school.

The Person

We are looking for a passionate educator, preferably a qualified teacher, with a track record of success in pastoral care, boarding and academic tutoring. Experience of working with international boarders in a boarding house would be an advantage. Where the role is filled by a teacher, there will be a commensurate adaptation of their teaching timetable. The successful appointee will have a deep commitment to the welfare of young people and an interest in the holistic nature of boarding education. They will be able to exercise authority, possess great empathy and show students by example how to achieve a successful balance between work and recreation. They will exhibit a calm, friendly and professional approach in their communications with all stakeholders. A commitment to evening and weekend work is an essential part of this role.

RESPONSIBLE TO: Deputy Head

JOB PURPOSE:

To lead the team of boarding staff and be responsible for the following:

- Ensure the School's compliance with the regulatory requirements of the National Minimum Boarding Standards and to liaise with the Head in preparation and running of boarding inspections.
- Be familiar with, and develop further, a working knowledge of relevant legislation.
- Ensure records relating to the whereabouts of boarders are accurate and up to date, as required by the UK Boarder Agency database for pupils issued with a CAS (Confirmation of Acceptance for Studies).
- Be a visible and active presence in the boarding community and houses in order to develop a relationship with all boarders.
- The appointment, work and welfare of those members of staff.
- The organisation and development of the boarding house, both day to day running and long term strategy.
- Monitoring and maintaining the welfare, safety, discipline and pastoral well-being of all boarding pupils.
- Establishing and maintaining positive relationships with parents, agents and guardians of boarders.
- Ensuring good communication between the boarding community and the rest of the school.

SPECIFIC RESPONSIBILITIES**Supervision of Staff**

The Head of Boarding is responsible for ensuring the boarding house is fully staffed at all times and takes the lead role in ensuring the welfare of all Boarding House staff, including Gap students.

- Ensure that Boarding staff understand the aims and objectives of the Stoke College Boarding House and the policies that underpin them.
- Plan and communicate boarding staff supervision rotas and activities staffing
- Generate a shortlist of Gap Student applications and ensure appropriate candidates are selected and appointed providing sufficient timescale for DBS and other employment checks to be carried out by the Bursary department.
- Review Boarding House job descriptions.
- Provide Boarding staff with induction training, continuing development and supervision sufficient for them to learn and develop their roles and responsibilities.
- Ensure suitable cover is arranged in the event of staff absence.
- Occupy the provided accommodation during term times and to provide emergency back-up cover.
- Be in residence by the start and after the end of each term to ensure that the arrival and departure of boarding pupils is suitably staffed and to meet parents.

Boarding House organisation and development

The Head of Boarding must ensure that the boarding house is run in a way that meets the needs of boarders and the aims of the school.

- Chair weekly boarding team meetings.
- Organise House meetings so that boarders can share their ideas.
- Appoint boarders to leadership roles, including food committee, and ensure these roles are carried out effectively and records kept.
- Have regular interactions with all boarders to ensure their needs, ideas and concerns are heard, understood and addressed.
- Organise all beginning of term, mid term and end of term travel for boarders, ensuring appropriate arrival and departure dates.
- Timely organisation of a full and varied set of evening and weekend activities, including the planning of trips; liaising with boarding staff, supporting teaching staff and line manager.
- Liaise with the kitchen staff regarding day-to-day and individual pupil requirements.
- Keep suitable records of events, including health, welfare, emotional problems, achievement or misconduct.
- Liaise with the Boarding Governor where appropriate.
- Organise the regular and traditional events throughout the year and other ad hoc events and outings.
- Liaise with reception staff and parents to take bookings for flexi boarding.
- Promote Boarding at Stoke College.
- Ensure all display boards and notices are kept up to date.
- Liaise with the Bursary department to set annual budget for boarding and to monitor uptake of all charged activities.
- Provide Bursary department with requests for maintenance and refurbishment as required.
- Ensure that the boarding house is secure at all times.

Minimum Standards and Best practice

The Head of Boarding should maintain an awareness and understanding of relevant current legislation and best practice and ensure the boarding house maintains a level of 'inspection readiness' at all times.

- Be aware of the National Minimum Standards for Boarding Schools (NMS).
- Have a secure knowledge of the inspection requirements for boarding.
- Keep suitable records to provide evidence of compliance to regulations.
- Maintain all relevant policies and literature as required by the NMS.
- Be available during inspections outside of normal, working hours.
- Liaise with the Admissions department to ensure that all students entering the country on a visa are registered for their BRP. To ensure that all travel documents are stored centrally and securely.
- Be responsible for the annual review and update of the following Boarding Handbooks: Boarders' Handbook, Parents' and Guardians' Handbook, Boarding Staff Handbook and the NMS in Boarding Evidence File and self-evaluation paperwork.
- Write the annual boarding development plan and contribute to the school development plan.
- Ensure that boarders' views are secured on a regular basis through questionnaires and meetings with boarders.

Welfare of Boarding Pupils

The welfare of Boarding House pupils is the primary concern of the Head of Boarding.

- Act in Loco Parentis for all pupils within the care of the boarding house.
- Ensure that Boarding pupils understand the aims and objectives of the Stoke College Boarding House and the policies that underpin them.
- Plan and run inductions for all new boarding pupils, irrespective of when they may arrive throughout the course of the academic year.
- Ensure that the individual circumstances, needs, strengths, weaknesses and health issues of each pupil are identified and share with other staff as needed.
- Assess each potential new boarder for suitability for boarding life and share opinions with line manager and the Head.
- Ensure the safety and security, including emotional health, of all boarders whenever they are within the care of the boarding house.
- Be aware of all aspects of Safeguarding and attend relevant training.
- Make appropriate referrals to the Senior Designated Person for Safeguarding.
- Be prepared to undertake the training to act as an ADSL
- Ensure boarders are adequately supervised.
- Guide boarders to understand the needs and feelings of others.

- Promote and ensure the zero tolerance of bullying in line with the schools prevention of bullying policy.
- Make boarders aware of the school's Independent Listener and ensure helpline numbers are clearly displayed.
- Promote the Boarding Code of Conduct.
- Carry out and review risk assessments and liaise with the Bursary Department regarding Health and Safety matters.
- Supervise the administration of medication and homely remedies and record their use, ensuring all medications are fully stocked and in date.
- Attend relevant Fire Safety training and carry out regular fire drills and ensure all boarders and staff are aware of fire safety protocols from their first night in the boarding house.
- Ensure any travel arrangements for boarders, organised by the school, are safe and satisfactory.

Contact with parents

The Head of Boarding should endeavor to foster and maintain positive relationships with the parents and carers of all boarders.

- Liaise with boarders' parents on a regular basis. This should be both reactive and proactive.
- Ensure that parents and guardians understand the aims and objectives of the Stoke College Boarding House and the policies that underpin them. In particular, ensure that guardians have a clear understanding of their duties to their students and to the school.
- Forge effective working relationships with parents and guardians. Cultivate contact and communicate to ensure that parents and guardians are kept fully informed of their child's progress and ensure that any incidents in the child's life, whether they take place at home or at school, are shared and where relevant passed on to day staff.
- Seek consent for any medical treatment or homely remedies wherever possible.

Additional Responsibilities

The Head of Boarding will carry out any reasonable task as directed by the Head.

F Thompson November 2017