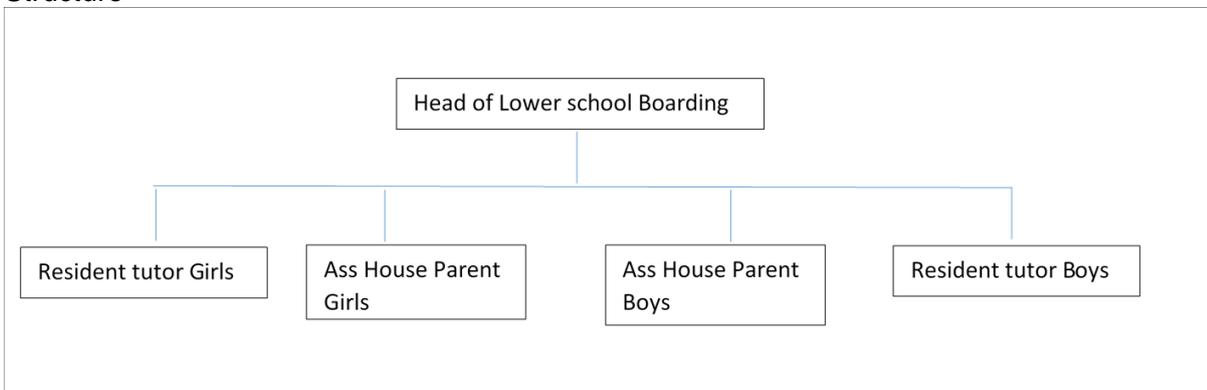




## Job Description

### Head of Lower School Boarding

#### Structure



#### General

Oakham School was founded by Archdeacon Johnson in 1584 and is now one of the largest co-educational Boarding and Day Schools in the country. It has some 1050 pupils ranging in age from 10 to 18 years, of whom some 50% are boarders.

#### Purpose

The Head of Lower School Boarding provides pastoral care for boarding pupils beyond the academic day. He /she is responsible for creating a homely environment (known as Hodges) in which each boarding pupil feels cared for, understood and at ease. An environment where each child can develop and learn how to interact with his/her peers and with adults. To do this they need to develop and maintain a strong relationship with both the children and their parents, and develop an ethos that chimes with the values and expectations of the Houses, allowing boarders to achieve the right balance between school and “home” life.

#### Reporting

The Head of Lower School Boarding day to day operationally reports to the Head of Lower School and works closely with the Housemasters and Housemistresses. The Head of Lower School Boarding is line managed by the Pastoral Deputy Head.

#### Job Details

The role of the Head of Lower School Boarding is very wide and varied and any job description will not be able to detail all eventualities He /she needs to be attentive to the development of the pupils in their care. The Head of Lower School Boarding will be supported by two resident Assistant

Houseparents, Resident Tutors, Gap students, the four Lower School Housemasters and Housemistresses and the duty Tutors.

### **Pastoral Responsibilities:**

- Being a presence and on duty to look after/supervise those children who are boarding out of formal school time.
- Be a presence at times when parents are dropping and collecting their children from Hodges.
- Assist in the supervision of those day pupils who are accessing 'end of day care'
- Oversee and run a programme of suitable weekend activities, in consultation with the Lower School Housemasters/Housemistresses and the Director of Activities and within an allocated budget.
- Ensure appropriate risk assessments are prepared for weekend activities.
- Seek opportunities to develop appropriate activities for Lower School boarding pupils during some weekday evenings.
- Be available for scheduled prospective parents' visits, Open Mornings and other marketing events.
- In conjunction with the respective Assistant Houseparent oversee the medical needs of the boarding pupils.
- In conjunction with the Boarding team, be responsible for the behaviour of the boarding pupils in the boarding areas.
- Work closely with Housemasters and Housemistresses to help pupils develop a sense of responsibility and leadership.
- Work closely with Housemasters and Housemistresses to ensure there is a consistent approach to discipline with individual pupils.
- Communication between the Head of Lower School Boarding and Housemasters and Housemistresses is of paramount importance. Regular liaison both electronically and face to face is crucial to ensure this happens.
- Alongside the respective Assistant Houseparent, be responsible for communication with boarding parents if a child in their care is ill overnight or at the weekend.

### **Administrative responsibilities:**

- Oversee, publicise and maintain routines for the boarding areas.
- Be responsible for leave-out arrangements for full boarding pupils.
- Be responsible for organisation of passports, tickets and taxis.
- Be familiar with and develop a working knowledge of relevant legislation including the Children Act, Child Protection Acts, Human Rights Act, Health and Safety at Work Act and the legal rights of children.
- Inform the Head of Lower School and if appropriate the Deputy Head (pastoral) of confidential or sensitive matters in respect of any pupil in their care.
- Inform the relevant Housemaster/Housemistress of any breaches of discipline or good conduct and ensure any punishments awarded are recorded in line with School policy.
- Ensure that medical matters are dealt with appropriately, liaising with the Medical Centre, Assistant Houseparent, the Sports Department, and the pupil's parents as appropriate.
- Liaise with Housemasters/Housemistresses and the Sports Department in respect of pupil fitness and issue 'leave off' chits as necessary.
- Maintain and update a comprehensive personal file on each boarder and ensure that it is updated in the pupil's main file in the House.
- Carry out fire practices in accordance with the School's policies and maintain a record of fire practices and fire equipment inspections.
- Liaise with the Chairman of the School's Security, Health and Safety Committee on all matters related to the security of the Boarding area.

- Liaise with the Estates Manager regarding maintaining and adding to the fabric of the Boarding area and in matters relating to Estates Technicians.
- Liaise with the Domestic Team Leader to maintain/add to the soft furnishings and electrical appliances of the Boarding area and regarding matters related to the House Assistant houseparent/cleaning staff.
- Ensure that the environs of the Boarding area (Hodges) are kept free of litter.
- Carry out Risk Assessments as directed by the Chairman of the Security, Health and Safety Committee.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Have experience of a boarding school environment.</li> <li>• Worked with young people in either a teaching/coaching/volunteering role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of a similar role.</li> <li>• Some basic medical experience, with a first aid certificate.</li> </ul>
<b>Skills/Aptitudes</b>	<ul style="list-style-type: none"> <li>• Genuine interest and enthusiasm for working with younger pupils.</li> <li>• Genuine interest in developing constructive caring relationships with pupils in their care.</li> <li>• Team player.</li> <li>• Excellent communication and collaborative skills.</li> <li>• Friendly, patient, professional approach.</li> <li>• Ability to inspire confidence of pupils and prospective parents.</li> <li>• Strong organisational skills.</li> <li>• Ability to remain calm and think clearly under pressure.</li> <li>• IT literate.</li> </ul>	

**Salary**

Salary range is up to £30,000 per annum, depending on relevant skills, experience and qualifications. There is a six month probationary period.

**Hours/weeks worked:**

- Seven day rota with one day off per week and some time off during each working day (Monday-Friday).
- Term time, plus a requirement to return to school after the holidays at least three days before the students are due to arrive and ensure cover until their departure at the end of the term. With due notice given, some availability may also be required during the School holidays for work which, in the reasonable opinion of the Head, is necessary for the proper performance of the Head of Lower School Boarding's duties.

- Resident in the House during term time, except on off-duty days.
- Available to all students and staff when on duty during the week and at weekends.
- Support as many school functions as possible.

## **Holiday**

Subject to the requirements above, the Head of Lower School Boarding is entitled to take full pay during all School holidays in accordance with the published dates in the School calendar, and subject to any additional requirements. Public and Bank Holidays occurring during School terms may well be working days.

## **Accommodation**

This will be provided rent-free in a three-bed house, attached to the Boarding House. The School will pay all rates (excluding private telephone calls), taxes (including water rates) and buildings insurance.

## **Other Benefits**

- Pension Scheme - Flexible Retirement Plan run by The Pensions Trust: employee contributes between 1% and 10%, and the School double matches this up to 10%. Linked Death in Service Benefit is 4 x salary.
- Option to join Health Care Cashplan with 'simplyhealth' paid for by the School.
- Option to join BUPA Select Private Medical Insurance Scheme, to which the School would contribute 10% of the individual's membership.
- As this is a residential role, free meals available during term time in the school dining room.
- Free use of school gym and pool at certain times.
- Childcare Voucher Scheme.
- Cycle to Work Scheme.
- Personal Accident Insurance.
- Free car parking on school campus.

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining a position at Oakham School. For further information, visit the Disclosure & Barring Service website.

SJG  
Feb 2018