



# St. Michael's School

Senior & Sixth Form • Prep & Pre-Prep

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## Candidate Information Pack

**Head of Boarding**

Commencing Spring or Autumn 2019



### The Role:

This exciting opportunity has arisen to join our team, as our school continues to grow and develop, resulting in a continued high level of success in our outcomes for pupils. St. Michael's is one of the UK's leading schools, securing the highest GCSE results in Wales in 2017 as well as being 30<sup>th</sup> for A-Level in the UK in The Times 2018 (co-ed independent) rankings along with being the Sunday Times' Welsh Independent School of the Year 2019. This is down to our hard working staff who go above and beyond in everything that they do and our highly motivated pupils, whose conduct and enthusiasm supports them to achieve great things. We are an independent co-educational day and boarding school for children aged 3-18, located in the small village of Bryn, just outside of Llanelli. We are a relatively small school currently with 440 students and a boarding capacity 70. At present the majority of the boarders are international students from more than 14 countries around the globe and we take particular care to ensure that our boarding community is as diverse as possible.

The Head of Boarding is a full-time role and a member of the school's Operational Management Team. Qualified teachers will be expected to undertake a small teaching commitment. The post holder will support the Headmaster in providing leadership to ensure that the boarding experience is as good as it can be, upholding the high academic expectations that pupils and parents seek us out for. You will support the holistic nature of boarding education and help to ensure that the environment is one which is caring, safe and responsive to boarders' needs and welfare. You will be someone who will look to develop the best boarding provision possible using the resources available and within the scope set by the Headmaster and school proprietor. The successful candidate will also be a sound administrator and enjoy developing the systems, procedural and record keeping side of running boarding provision.

The precise working pattern will be discussed with candidates at interview, but will involve working across portions of the school day, evenings, weekends and all half-term holidays. Boarders are not present on site during the Summer, Christmas and Easter holidays, with the site undergoing maintenance and repair during those breaks. The post holder will be provided with comfortable residential accommodation on site consisting of a modern and very spacious two bed property, for which a Service Occupancy Agreement will be in place.

**Application method:** Covering letter (**one side of A4 max**) and fully completed application form. There is no need to provide a CV. The covering letter should outline how you will establish and develop successful and happy boarding houses, which are integral to school life.

**Closing date for applications:** Friday 15<sup>th</sup> February at 6pm

**Shortlisted candidates notified by:** Friday 22<sup>nd</sup> February at 6pm

**Interviews to be held:** Tuesday 5<sup>th</sup> & Wednesday 6<sup>th</sup> March



### **The Location:**

St. Michael's School is located in Llanelli, not far from Swansea and the Gower, which is an area of outstanding natural beauty. The coastline offers superb opportunities for recreation; there are countless villages, small towns and picturesque beaches to visit, along with a wide range of eateries and shopping facilities nearby. The M4 motorway provides quick links to Cardiff and Bristol, whilst rail links from Llanelli itself, Swansea and Port Talbot allow travel across the country, including a fast line into central London. St. Michael's School itself is on top of a hill in the village of Bryn, which means 'hill' in Welsh and as a result, commands excellent views of the surrounding coastline. Within walking distance there is a selection of small convenience stores and a café, whilst a few minutes by car there is a large out-of-town shopping centre.-

Junior Boarding (Years 7 to 10) is in Parc House, an attractive and historic mansion set in an acre of grounds in the village of Llangennech, just 5 minutes from the school site by car or school bus. Parc House provides a high standard of comfort and a bright, cheerful and secure environment, with an accompanying kitchen for on-site catering. Senior Boarding (Years 11 to 13) is in Tenby House, with both twin and single study bedrooms, as well as recreation rooms, study areas and many other purpose-built facilities in what is a very modern building. The Head of Boarding's two bedroom flat is part of the ground floor of Tenby House, offering a very spacious kitchen and lounge area, along with a small fenced garden. The flat has an adjoining door, allowing quick access to the boarding house. The Head of Boarding has an office which is shared with the duty supervisor and where records & medicines are kept for all boarders. The area around Tenby House is quiet and free from traffic, making it a peaceful location for our boarders to live and study.

### **The Provision:**

The successful candidate will play a major role in the day to day life of the school, managing a small team of committed Houseparents who enjoy their role and work collaboratively to provide a welcoming and supportive environment for the boarders. Boarders represent about a sixth of our total pupil roll and as a result, integrate very well into the life of the school, yet boarding must offer something distinctive for them so that they develop their character and abilities. This is achieved through a range of activities and trips, as well as boarders' involvement with the running of their houses and their contribution to the cultural life of the school. There is a dedicated Activities Manager who takes care of all the arrangements for activities and sports for boarders.

We do not operate a summer school, meaning the main school holidays gives us the opportunity to carry out repairs and maintenance on the houses, although many students opt to stay through half-terms rather than fly home and we continue to look after their needs during those times. The catering team and domestic teams work together closely with the Houseparents to ensure that meals, nutrition and the boarding environment are of sufficient quality. All of this combines together to ensure that our boarders can focus on their learning and fulfil their potential, in line with the substantial investment and trust that parents, predominantly overseas, have placed in us.

# Job Description & Person Specification

January 2019



**St. Michael's School**  
Senior & Sixth Form • Prep & Pre-Prep

<b>Post</b>	Head of Boarding
<b>Reports to</b>	Headmaster
<b>Responsible for</b>	Boarding & House Team
<b>Salary &amp; benefits</b>	Competitive + accommodation

## Management & Budgetary responsibilities

- Take full responsibility for compliance with the National Minimum Standards for Boarding Schools in Wales and other statutory requirements and ensure evidence is available at all times, demonstrating this in addition to the quality of provision.
- To ensure all relevant policies and literature as required by the NMS are maintained.
- To have secure and up to date knowledge of the inspection requirements for boarding and to take the lead in ensuring that all boarding houses maintain a level of 'inspection readiness' at all times.
- Ensure that the team of boarding staff at St. Michael's School have the highest aspirations, striving for excellence in all aspects of your own and others' work, being sensitive to the skills and capabilities of others whilst obtaining the best from the facilities and resources available.
- Organise duty rotas of boarding staff to ensure there is appropriate adult supervision at all times during term time.
- Plan, implement and review structures of staff supervision; to ensure the safety and security of all pupils at all times when they are in the school's charge based on liaison with the boarding staff (including mealtimes, weekends, and on expeditions and outings); to ensure that adequate arrangements for 'back up' and emergency cover are made.
- Ensure that all members of the boarding staff team (including the House Parents and other non-teaching personnel in the house, as well as senior pupils as appropriate) are familiar with the school's policies and procedures for child protection, countering bullying, substance misuse, fire evacuation, health and safety, and are aware of the appropriate response needed in these areas.
- Assist the Headmaster and others in the recruitment and selection of boarding staff.
- To act as Line Manager for all boarding staff including gap tutors, where employed.
- To be responsible for the expenditure of the boarding budget and to ensure that proper accounts are kept, for use by the Bursar and/or Finance Manager.
- Responsible for house audits and conducting weekly visits to the boarding properties monitoring the quality of boarding across the school.

## Student Welfare, Discipline & Safety

- Ensure the boarding team promote consistency in the application of behaviour management to ensure the pastoral well-being of all boarding students.



- Ensure that the boarding staff promote high levels of personal hygiene and tidiness amongst students, consistently across both boarding houses, developing age appropriate strategies where necessary.
- Through consultation with the boarding staff and domestic team, ensure that accommodation is fit for purpose and well managed by staff so that it creates a homely and stimulating environment which is routinely updated.
- Ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised (see pupil progress).
- Ensure that pupils' medical requirements are properly catered for by supporting doctor registration, keeping accurate records and liaising with the Deputy Head where necessary.
- Encourage pupils to adopt a healthy lifestyle and empathetically address the challenges brought by possible unusual eating patterns, poor sleep, over-exercise/training, etc.
- Ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect and care so as to preserve their longevity.
- Develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- Working with the Activities Manager, ensure that a full and varied programme of extra-curricular activities is available, and pupils (particularly younger ones) are appropriately occupied especially at weekends.
- Be aware of the academic strengths and weaknesses of pupils, liaising with form tutors to ensure that relevant background circumstances of pupils are known and discussed.
- Ensure that the conditions and supervision in evening prep are conducive to effective academic progress.
- Plan and run an induction for new boarders at the beginning of the Autumn Term, a short induction for returning boarders and working with the DSL, safeguarding training for those 16-18 and those 18+ to ensure they are aware of their obligations and responsibilities.
- Be in residence at the starts and ends of term (weekends) to ensure that the arrival and departure of boarders is suitably staffed and to meet parents.
- Ensure new boarders are registered with the GP, Police Registration is arranged where required and students are provided with support to open local bank accounts.
- Ensure that the Boarding Houses are in a presentable state at all times.
- Oversee that the Boarding Houses are cleaned effectively in collaboration with the domestic team.
- Take responsibility for the organisation of all boarders' exeat during boarding time, in conjunction with the school office, parents and House Parents, ensuring the school's attendance measures are enforced and parents are gently reminded of the expectations regarding attendance. St. Michael's prides itself on our boarders generally being present for the first and final weeks of term, minimising the disruption brought about by late and early flights.
- Ensure that boarders are up to date with homework and that their Prep diaries are completed regularly by a member of the House.
- Ensure supervision of all meals is provided for via the rota and make alternative arrangements for the boarders when other school events impact on their normal routine.
- To ensure checks of the security of all boarding accommodation, after hours, are completed when in residence, making provision for these to be done by House Parents at other times.
- Support the school's disciplinary policy and to foster an acceptance of the pupil code of conduct for the school day within the boarding house and school, through encouragement and reward, enabling us to have a clearly understood and fair system of sanctions.

## Administration & Communication

- Produce, keep up to date and distribute the Boarding Student Handbook and the Boarding Staff Handbook, with all the relevant sections of information to promote a thorough and clear approach to all aspects of boarding life.
- Use every opportunity to cultivate positive and encouraging contact with parents, to ensure that they are fully informed about their child's progress and welfare, whilst ensuring that family incidents and problems are brought to the attention of those who need to know in school.
- Keep suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required
- Listen and respond to pupils, concerning any emotional, academic, social or behavioural problems they may have, signposting them where appropriate to other members of the school staff.
- Liaise with the Deputy Head, Heads of Year (Lower, Upper and Sixth), Heads of House (if appropriate) and staff who work during the day and provide sufficient context to any difficulties or incidents that have happened outside the school day so that they may ensure continuity.
- Inform the DSL or Deputy DSL of any child protection or safeguarding issues to fulfil the requirements of the school's policy on 'Safeguarding and Child Protection'.
- Hold a weekly meeting with the Deputy Head to discuss pastoral matters and also inform the Deputy Head in any cases of severe bullying, substance misuse or sexual misconduct.
- To work together with the Headmaster and the International Marketing Manager to promote and market boarding at St. Michael's.

## Person Specification

### Essential (\*for candidates with a teaching background)

- \*Good undergraduate honours degree or equivalent in any subject area
- \*Track record of success as a teacher, in terms of Key Stage 4 & 5 examination results
- Experience leading appraisal and evaluating/developing the performance of others/team members
- \*Be an outstanding practitioner with the ability to motivate pupils through inspiring lessons
- Have high expectations for standards of achievement and behaviour
- Team player, with the ability to work collaboratively and recognise the strengths of others
- \*Understand the variety of ways in which pupils learn and the need for differentiation
- Have good IT skills and use these to facilitate excellent record keeping/administration
- Be self-motivated and able to prioritise own workload
- Demonstrate sympathetic and emotionally intelligent pastoral skills
- Demonstrable organisational skills and willingness to tackle all paperwork required
- Excellent communication skills, with the ability to listen to and understand pupils' needs
- Be willing to undertake relevant training in order to carry out the role
- To be able to communicate effectively and sympathetically with parents in all matters
- Flexibility, adaptability and a willingness to embrace school development
- Committed to the safeguarding and wellbeing of every student in your care
- Consistently demonstrate sound judgement and professional boundaries
- Support the school's values and ethos, as an independent day and boarding school, holding a positive and enthusiastic view of the school's direction and provision
- Be resilient and cope with periods of higher workload effectively with good spirits
- Committed to setting and upholding the highest standards of pupil attainment & conduct
- Demonstrate imagination, creativity, innovation and an understanding of how to draw the best out of pupils in all areas of their learning
- Conversant with the National Minimum Standards
- Previous experience of leading and managing a Boarding House(s)

### Desirable

- Teaching qualification (PGCE or equivalent) and QTS or equivalent
- Experience planning and leading school trips and visits
- Experience leading appraisal and evaluating/developing the performance of others/team members
- Enjoyment and enthusiasm for delivering school assemblies
- An interest and ambition for further career development or promotion

### Signed

\_\_\_\_\_  
**Headmaster**

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**Appointee**

### Date

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*St. Michael's School is committed to the safeguarding and welfare of its pupils and expects all staff, visitors and volunteers to share this commitment.*