



Boarding Team Lead

JOB DESCRIPTION

ABOUT CATS CANTERBURY

CATS College offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work in the beautiful Victorian CATS Canterbury campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

You will be a senior member of boarding staff within the shift, committed to ensuring the health and wellbeing of our International boarding students. You will assist them in their daily lives and act as first point of contact for boarding matters in your house when on duty.

REPORTS TO

You will be directly responsible to the Head of Boarding. You will work within the framework set by and under the general direction of the Principal.

MAIN RESPONSIBILITIES OF THE JOB

As a member of the boarding team, you should carry out your role to support the needs of the students you work with and the College in general. In as much, you will:

In general:

- Ensure the smooth running of the boarding houses generally, in accordance with the Student Handbook and College policies to maintain a friendly, welcoming and happy environment.
- Co-ordinate a crisis management plan while on duty, informing relevant emergency services and senior leaders of events and documenting thoroughly.
- Monitor student exeat and assist the Exeat and Attendance Officer with the approval of student exeat as set out within the College policy.
- Attend termly induction and boarding meetings.
- During the period of Summer School, undertake duties as directed by Head of Boarding, in particular be the point of contact for School Of English/Stafford House Study Holidays summer managers
- Monitor student welfare and behaviour and report any problems in the residence to the Head of Boarding and report more serious problems to the Principal.
- Report student illness promptly to the Health centre in the mornings. If emergency attention is required, to use the emergency number or call an ambulance.
- To ensure all team members help the domestic team with maintaining general cleanliness and tidiness in the Boarding Houses.
- Report any maintenance issues through the College system.
- Assist with laundry requirements of the students as directed.
- Issue keys/cards as each Boarding House requires.
- Ensure a visible presence in the Boarding Houses at all times when on duty.
- Ensure curfew times are kept; filling in associated paperwork as requested and reporting issues of lateness.
- Ensure and oversee all student induction and departures.

Specifically, in your role as Boarding Team Lead you will:

- Be responsible for reporting any issues directly to the Head of Boarding whilst your team is on duty and holding the emergency phone on a rota basis within the team of Boarding Team Leaders

- Line manage your team of House Parents ensuring they each receive regular formal supervision and are subjected to the College annual performance appraisal system.
- Prepare rotas for your duty team ensuring the houses are staffed, monitored and patrolled regularly while on shift.
- Manage staff annual leave and timesheets
- Send prompt overview handover notes to other duty team and senior staff
- Liaise with Student Care, Pastoral Directors and senior staff as requested
- Be residential and reside in College accommodation when on shift and ensure temporary accommodation remains well kept
- Complete all duties expected of a House Parent.

As part of your wider role within the College, you will also:

- Follow the guidelines of the Staff Handbook
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Head of Boarding and Principal to undertake work not specified in this job description
- Be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the College
- Maintain standards of ethics and behaviour in and out of College.

In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;

Understand and act within the relevant College, national and statutory frameworks

PERSON SPECIFICATION

The job requires that you have:

- The ability to work with, care for and supervise young people
- High levels of energy, an even temper and a sense of humour
- Willingness to reprimand and/or report students who are not adhering to the College rules
- The ability to relate to young people
- The ability and willingness to work in a multi-cultural environment
- Willingness to work unsociable hours
- The ability to work as a team member and lead by example, to be proactive, flexible and reliable
- A full understanding of current child protection procedures
- A desire to continue professional development in all aspects of boarding and that you maintain an advanced level of safeguarding and first aid training
- Experience of National Minimum Standards (NMS), Independent Schools' Statutory Regulations and other relevant legislation

ABOUT CATS COLLEGES

CATS Colleges is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; Cambridge School of Visual and Performing Arts (CSVPA) and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

AND FINALLY

CATS Colleges are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines.