



Hockerill
Anglo-European College

DIRECTOR OF BOARDING (ASSISTANT PRINCIPAL) JOB DESCRIPTION



Hockerill Anglo-European College is a co-educational 11-18 state school, set in a leafy parkland campus in the market town of Bishop's Stortford. Hockerill is an International Baccalaureate (IB) World School, a thriving and caring academic community, which places a very strong emphasis on international outlook and global citizenship.

The College currently has 933 students, over 40% of whom are boarders. As a 24-hour community, the College offers a wealth of extra-curricular activities and an unstinting commitment to pastoral care. With a vibrant, international ethos, it attracts students from both the UK and overseas. The College timetable reflects the boarding nature of the school with lessons on some Saturday mornings (21).

Hockerill is committed to engaging and motivating its students through high academic standards, innovation and diversity and we offer a wide-ranging and exciting provision.

THE CURRICULUM

The College is academically strong, both in terms of GCSE and International Baccalaureate (IB) Diploma results. The IB Diploma is the sole course of study offered post 16, the Middle Years Programme and GCSEs are followed in lower years. The College specialises in Languages and Music, and there is a historical and continuing commitment to immersive language provision (most students take two modern European or Oriental languages at GCSE) and bilingual humanities teaching. All language lessons are delivered entirely in the target language. The College has been consistently ranked in the top tier



UK state comprehensive league tables post sixteen for a number of years, and achieves high rankings for its GCSE results. It is included in the list of best schools published by The Sunday Times 2024 Schools Guide.

Students follow a broad and academic Curriculum, including two Modern Foreign Languages at key stages 3 and 4. Students also study at least one Humanity subject to GCSE (which is often taught bilingually) alongside English, Mathematics and Sciences. Additionally, Hockerill offers PE, Economics, Japanese, Mandarin, Drama, Computer Science and Business Studies as well as a variety of Technology subjects, to at least GCSE level.

To support the students in preparing for life after Hockerill, there is a Careers Programme which supports all age groups and a regular Careers Fair. It also has a University Admissions Co-ordinator. Around 70% of UK students go on to Russell Group universities.

EXTRA-CURRICULAR ACTIVITIES

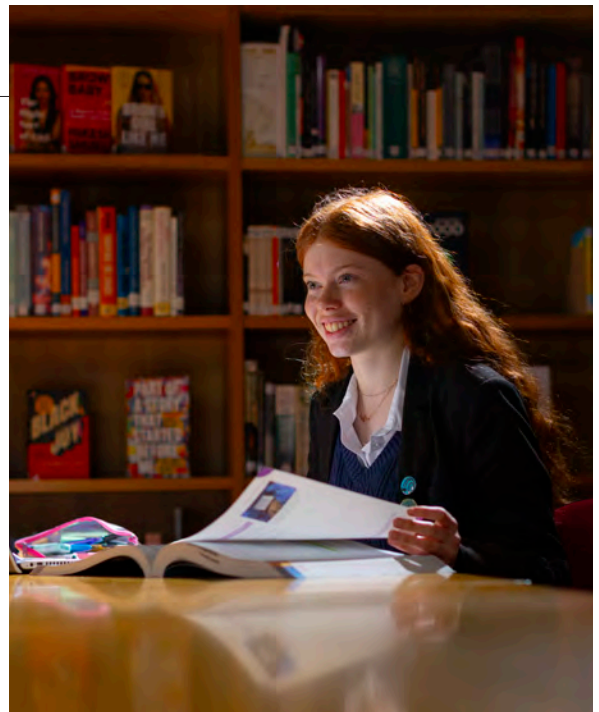
The Sports, Music and Extra-Curricular provision at Hockerill is extensive and underpins the College's philosophy of educating the whole person. Hockerill's musical provision is passionate and diverse, and its students can access tuition for a wide range of instruments. There are also a number of different ensembles and groups for communal music experience, under the guidance of the College's Director of Music. These include a String Ensemble, Jazz Ensemble, Woodwind Ensemble and College Orchestra. Singers enjoy the Senior Choir, Junior Choir, Chapel Choir and College Choir. The students perform in a large number of musical events throughout the year and many student musicians aspire to join the prestigious College Big Band. In addition, there are a number of dramatic productions through the year.

Sports on offer at Hockerill include Hockey, Rugby, Football, Basketball, Netball, Golf, Cross Country, Cricket and Athletics, and for a relatively small College, Hockerill performs at a high standard, winning district competitions for Rugby, Hockey, Football and Netball.

Extra-curricular activities are varied and diverse and include additional sports clubs, debating and public speaking clubs, chess club, Eco club, Model United Nations and Amnesty International clubs, Duke of Edinburgh programmes and a well established and highly respected CCF.

EXCHANGES AND TRIPS

Students are positively encouraged to participate in trips and exchanges abroad. By the end of Year 11 almost all students will have experienced school and family life in a different language and country and a number will have had several such experiences. Some students also have the opportunity to undertake work experience abroad. Recent trips have included, amongst other places, Lubeck, Munich and Potsdam in Germany, Versailles, Magny and rural Normandy in France, Liège in Belgium, Maniago in Italy, Santiago de Compostela in Spain, Tokyo in Japan, Mumbai and Tamil Nadu in India, Kampala area and Misindi District in Uganda as well as being able to practise their languages on the annual skiing trip. In recent years students have also enjoyed a Rugby trip to Canada and the USA, a Hockey and Netball tour to South Africa and our Musicians have visited the Netherlands, France, Belgium, Spain, Italy, Germany and Austria.



THE SITE

Located in the centre of Bishop's Stortford in Hertfordshire, the College has a campus with buildings ranging from Victorian to modern and surrounded by tranquil landscaping and many mature trees. On site are six Boarding Houses, all of which are located on the campus. A Health Centre, Chapel, as well as a Music Suite which has recording facilities. Hockerill's Sports Hall opened in 2019, further enhancing the College's sports offering, followed by the Science Centre in 2020. A new Sixth Form space was completed during the 2023/24 academic year.

HISTORY

Hockerill has an interesting history, and was originally established in the early 1850s. It was a teacher training college until 1978 and maintains links with former trainees. It re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994. It completed its transformation into Hockerill Anglo-European College in 1998; at the same time becoming one of the UK's first specialist Language Colleges and adopting the International Baccalaureate Diploma Programme as its sole course for Sixth Form study. Hockerill Anglo-European College gained Academy status in February 2011.

For further information about the College, please see their website at: www.hockerill.com.



Responsible to

The Principal and Vice Principal.

Frequent Working Contact with

The Senior Leadership Team, Registrar, Head of Student Health and Wellbeing, Heads of House and boarding staff, Heads of Year, Heads of Department/Faculty.

Induction, Training and Development

Appropriate induction, training and development is valued by the College, is the responsibility of the line manager and is an entitlement to the post holder whether new to the College or to the post.

Aims of the Post

The Director of Boarding is accountable to the Principal and the Vice Principal for the leadership and management of boarding at Hockerill Anglo-European College, for ensuring the safety and wellbeing of all boarding students and for the sustained and measurable improvement in the College's boarding provision. The Director of Boarding is responsible for compliance in boarding and plays a key role in the recruitment of new boarders and boarding staff. The Director of Boarding is central in preparing the College for social care inspection and will be required to lead in all aspects of this.

The Director of Boarding holds the post of Assistant Principal and as a member of the Senior Leadership Team will contribute to the College's overall strategic development and take a key role in contributing to both the planning of and the implementation of the College Improvement Plan as well as undertaking tasks assigned to this post.

Key Tasks and Responsibilities**Safeguarding**

- Play a significant role in the leadership of Safeguarding at the College, lead on staff training, provide feedback to staff and input to strategic plans for Safeguarding.
- Lead on high level Child Protection cases, liaising and working with external agencies (Social Care, the Police etc) to ensure students are provided the best possible interventions.
- Planning and implementation of a robust induction system (for staff and students) and regular monitoring of understanding.
- To ensure suitable student records in relation to progress, welfare, health, emotional problems, achievements and behaviours are maintained and to provide such reports and references as may be reasonably required.
- Oversight of the management of risk assessments and overall safety, welfare and security of boarders. Review and provide feedback regarding these plans. Conduct termly fire practices and maintain records and fire safety logs.
- Monitor and report on-site Health and Safety issues to the Health and Safety Co-ordinator and the Site Manager in relation to boarding.

Regulatory, Policies, Procedures

- Ensuring all boarding policies and procedures are maintained and up-to-date.
- Engage with external bodies and schools in order to receive feedback on the boarding provision on offer at Hockerill and share best practice.
- To lead on implementing the National Minimum Standards (NMS) for Boarding and the implications of Keeping Children Safe in Education for welfare and pastoral care within the College. Ensure compliance with these statutory documents.
- Knowledge and understanding of the Social Care Common Inspection Framework (SCCIF).
- Be alert to changes in statutory legislation relating to Boarding and Safeguarding and to be familiar with BSA, DfE and local authority policies.
- Alert the Principal and boarding staff of Boarding Schools Association (BSA), NMS and Department for Education boarding updates and to take full part in attending external training courses including those organised by the BSA.
- Review, update and publish any boarding handbooks and regular publications relating to boarding.
- To ensure student feedback surveys are completed in line with statutory regulations.

Line Management

- To ensure that all members of the boarding staff are familiar with the College's policies and procedures for safeguarding, countering bullying, substance misuse, behaviour and health and safety, and are aware of the appropriate response needed in those areas.
- To provide members of the boarding team with a clear statement of their roles, job descriptions, and responsibilities, and to provide induction and a periodic review of their performance including opportunities for continuing professional development.
- To ensure that boarding staff, parents and students understand the aims and objectives of boarding in the house and the principles on which community life in the house is based, in accordance with the Statement of Boarding Principles, through induction, appropriate materials, resources and handbooks.
- To plan, implement and review the structure of staff supervision; to ensure the safety and security (including emotional) of all students at all times when they are in boarding time (including meal times, weekends and on outings); to ensure that adequate arrangements for back up cover are made when staff members are absent.
- Assist with recruitment and appointment of new boarding staff.
- To take part in performance management in line with the College's policy.

Communication

- To be visible within the boarding community, acting as a role model and inspiration to boarders and boarding staff.
- Ensure that boarding life is represented and celebrated through College media outlets in particular the weekly newsletter.
- Take a lead in student recruitment including marketing the College's boarding provision, organising 'open' events, tours of the College and consultations with prospective families.
- Monitor and achieve excellent communication between academic, pastoral and administrative colleagues and the boarding team.
- Organise and deliver Online Boarding Parent Forums to keep parents updated with boarding news and developments.
- Plan and lead regular Heads of House Meetings.
- To liaise with the Head of Student Health and Wellbeing to ensure that the students' medical records are properly catered for and to encourage students to adopt a healthy lifestyle.
- Provide regular opportunities for boarding parents to provide feedback and respond appropriately to their suggestions.
- Ensure that boarding house and students' records are well maintained, accessible and up-to-date and key issues are communicated to relevant parties as necessary.
- To ensure boarding is represented across the breadth of the College including 'student voice' events and staff meetings. Feed back to boarders on the improvements made following their feedback.
- Oversee the writing, checking and publishing of Boarding Reports providing opportunities for staff training and guidance where required to ensure that communication from the College with parents continues to improve.
- Promote boarding and boarding events across the wider College community.

Strategic Development and Operational Management of Boarding

- To be responsible for the development and implementation of the Boarding Improvement Plan in line with the College Improvement Plan.
- To be responsible for the boarding budgets including the expenditure of house funds and to ensure that proper accounts are kept, for use by the Financial Controller.
- Design and lead staff training for boarding staff during inset days, providing opportunities outside of this time for staff to improve on their practice.
- Responsible for the organisation of key Boarding events including Boarders' Open Week and the Easter Celebration. Ensuring that an enriching and diverse weekend programme of activities and events are available to boarders.
- To liaise and oversee the catering, working closely with Holroyd Howe, to ensure that budgets are met whilst offering high quality catering provision. Provide opportunities for parents and students to feedback on the College's catering provision.
- Represent boarding on Governors' Sub-Committees preparing documentation in readiness for meetings.
- Organise a programme of Quality Assurance across the boarding provision including regular governors' and SLT visits.
- Design and publish an on call system in the evenings and during boarding weekends.
- Strategically plan administer and oversee all development works within boarding in conjunction with the Principal and the Estate Manager.

Wider Role as a Member of the Senior Leadership Team

- To play an active part in the collaborative working of the College's leadership team, attending meetings and contributing where appropriate to the College policy and strategy and the implementation of College Improvement Plans.
- To act as an SLT Link and Line Manager to at least one department or faculty.
- Responsible for the organisation of key College events including Christmas Lunch.
- To be visible to students and colleagues at key times of the day and to be available during boarding time to assist with the smooth running of the College.

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.

This job description is not to be regarded as exclusive or exhaustive and may be reviewed at the reasonable discretion of the Principal and Vice Principal in light of the changing requirements of the College and in consultation with the post holder.

The performance of the post holder is formatively reviewed over the year as part of the College's Performance Management process.



Confidentiality

During the course of employment the post holder may see, hear or have access to, information on matters of a confidential nature relating to the work of Hockerill Anglo-European College or to the health and personal affairs of students, staff and parents. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment the post holder will have access to data and personal information which must be processed in accordance with the terms and conditions of the Data Protection Act 2018. Employees are required to act in accordance with the College's Online Safety policy.

Safeguarding Children

In accordance with the College's commitment to follow and adhere to the Department for Education guidance entitled 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children, the post holder is required to demonstrate a commitment to promoting and safeguarding the welfare of students in the College.

Enhanced Disclosure and Barring Service (DBS) clearance is essential.

Health and Safety

The post holder will comply with the College's Health and Safety policy at all times.



It is expected that applicants who are shortlisted will have demonstrated their experience and skills in their application. The following criteria will be used to assist the College in shortlisting for interview:

| Essential |
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| <p>Current or prior experience of working in boarding.</p> <p>Leadership</p> <ul style="list-style-type: none"> • Ability to act as a professional role model to colleagues. • The confidence, tact and presence to effect major cultural change by building and shaping a dedicated boarding team. • Current or prior experience of line managing staff effectively. • Evidence of implementing strategies that have positively impacted on the boarding experience for students. • Ability to listen and motivate staff and students, and develop excellent working relationships. <p>Communication</p> <ul style="list-style-type: none"> • Ability to delegate effectively and enable staff to succeed and work as a team. • Ability to assimilate regulatory requirements and ensure they are implemented, with appropriate systems and checks; ability to maintain accurate and succinct records • Excellent communication and ICT skills. • Excellent organisational, administrative and interpersonal skills. • Experience of working with students and staff from a variety of cultures. • Committed to the all-round ethos of a boarding school with a passion for an international environment. • Current or prior experience of a boarding school environment in a leadership position. <p>Attitude and Approach</p> <ul style="list-style-type: none"> • Innovative, flexible, dependable and calm; strong listening, decision making and problem-solving skills; loyal, independent-minded and proactive; shows initiative; treats people equally and sensitively; shares knowledge and best practice; ensures confidentiality where required; works effectively with other people by being self-aware; can handle challenging situations if they arise. • Willing to work hard with energy and enthusiasm. |
| Desirable |
| <p>Experience</p> <ul style="list-style-type: none"> • Current or prior experience in the post of Head of House or equivalent. • Current or recent safeguarding experience as a Child Protection lead or deputy • An understanding of the International Baccalaureate. |