



AIGLON
Switzerland

Job Description

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| Job title | Summer School Head of Boarding and Student Welfare |
| Responsible to | Summer School Programme Director |
| Responsible for | Houseparents and House tutor team |
| Main Purpose | To oversee the running of boarding houses during the Summer School, managing the houseparent and house tutor teams. To be the Designated Safeguarding Lead. |

Dates of Employment:

Wednesday 24th June - Saturday 8th August 2020 (finishing midday)

1. Attend the staff induction, and present to staff the role of the DSL, attend the staff meeting for houseparents and house tutors.
2. Liaise daily with the Summer School Programme Director, Head of Morning Courses, Head of Afternoons and Key Events and Staff Coordinator to relay any student, health centre or boarding house information.
3. Attend the staff morning meeting to understand any student concerns from staff / advise staff of any student concern. Follow up on any issues as appropriate.
4. Read the daily health centre updates, and follow up on these reports as appropriate
5. Visit boarding houses and health centre, the frequency to be agreed with the Summer School Programme Director
6. To be the DSL for staff and student contact for the duration of the Summer School, with overnights spent on campus.
7. Liaise with families as necessary regarding any discipline or safeguarding issue.
8. Ensure weekly that any food intolerances or allergies have been raised with the catering team, houseparents and health centre.
9. Work alongside the Summer School Programme Director to oversee discipline of students, referring to the Summer School policy for guidance.
10. The Head of Boarding and Student Welfare should expect to attend all lunchtime and evening meals unless it is their day off. They should expect to attend 6 breakfasts each week.

September 2019 FRT