Ripon Grammar School

Job Description

Assistant Head [Boarding] & Senior House Parent

1. Key Aspects of Role

- Membership of the Strategic Leadership Team and Strategic Development Team responsible for: strategic planning and its implementation; day to day operational management of the day school.
- Specific responsibility for strategic oversight of all aspects of boarding including leading a team of boarding staff, ensuring compliance with the regulatory requirements of the National Minimum Boarding Standards, promoting student welfare and personal development, ensuring good communication with parents and guardians, and supporting the promotion and marketing of RGS boarding.
- Senior House Parent of a boarding house including associated residential duties.
- Line management of the other senior house parent and house boarding staff.

- **Reports To:** Headmaster

2. Terms and Conditions

- Remuneration – Leadership L16-21
- Allowance – 20 periods
- Family accommodation provided as an annex to the boarding house

3. Specific Responsibilities and Duties of the Assistant Head [Boarding]

Strategic

- Strategic oversight of all aspects of boarding in consultation with the Headmaster, including contribution to and delivery of the RGS Boarding Development Plan
- Ensuring boarding is prepared at all times for an Ofsted boarding inspection [SCCIF], and through audits, inspections and by keeping suitable records, provide evidence of compliance to regulations as required by the National Minimum Standards
- Oversight of all boarding matters related to premises, health and safety, risk assessments, catering etc. and associated liaison with key staff responsible such as the Premises Manager
- Maintenance of the Boarding Handbook, ensuring consistency across both houses in routines and practices
- In liaison with the Headmaster, discussing aspects of admissions including suitability for boarding
- Oversight of house budgets
- To report to the Governors' Boarding Committee on a regular basis
- Responsibility for all school policies related to boarding matters

Staffing

- Line management of other senior house parent, maintaining regular contact and meetings as appropriate
- Responsibility for all aspects of boarding staffing, including recruitment to roles, deployment and arranging appropriate induction and training of boarding staff, including gap students.

Boarders' Welfare and Development

- Maintaining a visible and active presence in both boarding houses
- Oversight of the behaviour of boarders in liaison with house staff and Headmaster
- Oversight of all aspects of boarders' academic and personal development
- Support for the programme of boarders' activities and events on evenings and weekends
- Ensuring boarders view are heard via a boarding council/food committee and parental views via questionnaires etc.
- Awareness of all aspects for safeguarding, ensuring regular communication with the Deputy Head [Pastoral and DSL]

Community

- Dealing with prospective parents and organising tours as required
- Supporting the Marketing Manager in the promotion of RGS boarding

4. Additional responsibilities as a member of the SLT

- Involvement in the school assembly programme
- Proof reading of reports
- Contribution to SEF and providing advice on boarding developments within Ofsted criteria
- Being a presence around the school during the working day, including before and after school, lunchtime rota etc.
- Attendance at governors' meetings as appropriate
- Attendance at major school events

5. Senior House Parent [See Appendix 1 for a more detailed breakdown of responsibilities]

- Provide outstanding care for students in the boarding house by creating an ethos which is supportive, provides clear boundaries and expectations and sets the highest of standards
- To be responsible for the leadership, management and organisation of the boarding house and its routines, including staffing, accommodation, resources, maintenance and development of facilities.
- To be responsible for health and safety in the house and liaise with the Premises Manager who is responsible for health and safety on site.
- To undertake the duties and responsibilities of a houseparent as stated in the generic job description.

Any other roles as may be reasonably requested by the Headmaster

Appendix 1

Specific duties of Senior House Parent

House Operations

- To manage the delegated budget for the boarding house in association with the school's bursar.
- To regularly review and update documentation relating to the boarding house 'Parent' and 'Staff' handbook and crisis file. To ensure that key monitoring files are maintained and updated.
- To be responsible for monitoring and reviewing routines in the boarding house.
- To contribute to and ensure that the aims and objectives of the Boarding Development Plan are implemented.
- To take part in staff performance management on an annual basis.
- To undertake professional development training as required.
- To be familiar with the School's code of practice for Child Protection and other policies on the school website.
- To provide termly reports on the boarding house to the Governors' Boarding Committee.

Leadership and Management of Boarding Staff

- To lead, manage and support all boarding house staff.
- To take line management responsibility for identified staff in the boarding house under the schools performance management arrangements.
- To oversee the continuous professional development of staff within the house.
- To take responsibility for liaising with support staff/sub-contractors who may be working in the boarding house.
- To organise staff cover for boarding duties.
- To organise and lead House staff meetings.
- Oversee the house tutor system and to review its effectiveness.
- To attend weekly staff briefing meetings, to share information with teaching staff as appropriate.
- To monitor food quality at mealtimes and to ensure feedback from students is acted upon.

Students

- To be responsible for the care and welfare of the boarders in the house and to engender a feeling of respect and trust between boarders and the staff working in the house.
- To liaise with external agencies/partners to ensure the safety and welfare of all boarders is met.
- To liaise with boarders' teachers (or a house tutor if necessary) to ensure that every boarder fulfils their academic potential and inform staff of any issues relating to boarders' performance.
- To be responsible for the care, supervision, cleanliness and presentation of students, co-ordinating and liaising with other staff as necessary.
- To be aware of the school uniform requirements of students, and to ensure that they have all items they require; to be responsible for the good standard of clothing of students, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing.
- To liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters.
- To organise and run the induction arrangements for new students joining the School and to ensure that any settling problems are resolved.
- To provide a sympathetic presence in the House, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with House and other staff concerning the progress and welfare of pupils.

Health and Medical

- To be responsible for the general health and well-being of those in the House, holding daily 'surgeries' at appropriate times.
- In the case of any doubt or concern, to refer medical matters to the School Health Worker
- To deal with routine medical appointments, escorting students as needed to the surgery or hospital.
- To attend to any sick boarders.
- To ensure that the drugs, equipment and dressings in the medical room are in date and re-stocked.
- To liaise with the nominated pharmacist re: the storage and administration of non-prescribed medicine.
- To ensure that appropriate student records are kept up to date and that they are stored securely; to liaise with school staff as appropriate e.g.(Head of School, form tutor), in order to share any health or main medical concerns.

Domestic

- At the end of term, to supervise the clearing up and cleaning of the House; to carry out a check on all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required, to be submitted to the Premises Manager, with a copy to Deputy Head. To advise on the replacement or renewal of bedding, fixtures and furnishings.
- At the end of the vacation, to supervise the preparation of dormitories and bedrooms for the new term; to carry out a check on all furnishings to ensure that they are in good order, repairs carried out, that rooms are clean and presentable.
- To participate in the instruction and induction of domestic staff allocated to work in the House, following any administrative arrangements made by the Premises Manager (PM); to advise the PM on domestic requirements and problems involving staff.
- To ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials, and make adequate provision for their safe storage and use.