

# MAIDWELL HALL

## Role Description

Job Title	Head of Boarding / Houseparent
Reports to	Deputy Head

### Job context

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17<sup>th</sup> century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 135 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School's next chapter, which will arguably be its most exciting and ambitious.

The Head of Boarding is a member of the Pastoral Leadership Team who acts *in loco parentis* for the residential pupils in the boarding house at Maidwell. They are expected to always act in the manner a reasonable parent would, when caring for their own child. Maidwell offers fortnightly boarding, meaning that boarding runs 7-days-a-week, during each fortnight. Non-contact, non-directed hours are covered by additional boarding staff to ensure compensatory rest periods are included. Hours of directed time during the week will be required in addition to regular boarding responsibilities.

For the right candidate an application for this role in combination with the Director of Sport role could be an option. We encourage families to apply and, where appropriate, we will look to identify a suitable role for the partner of the Head of Boarding/Houseparent.

### Job purpose

The Head of Boarding/Houseparent (HoB) is responsible for the management of Maidwell's residential boarding house on a day-to-day basis. The HoB fosters a culture of excellent pastoral care, high standards and expectations, is both caring and demanding, and shows commitment to the needs of all pupils within their care. The safeguarding and wellbeing (physical and mental) of the boarding pupils is central to this role.

### Your accountabilities

#### 1. Organisation of the boarding house

- Take direct responsibility for the pastoral care of pupils in the boarding house, reporting any issues to the Deputy Head;
- Hold regular meetings, which are minuted, with the house staff and pupils; encouraging pupil engagement with their environment through Student Voice, and inviting input into the management of the House from house staff;
- Conduct regular audits of the facilities and furnishings in the house, reporting any concerns to the Operations Manager for action;

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- Maintain an overview of Health and Safety issues in the House and reporting concerns to the Operations Manager;
- Contribute to the pastoral reports, which go to the Local Advisory Body and in to the School Development Plan;
- Have an overview of the welfare and academic achievements of all pupils in the House;
- Be accountable for tracking when pupils are resident in the boarding house; account for full and transitional boarders and maintain accurate records of this;
- Liaise with the Admissions Officer regarding availability of bed spaces;
- Promoting boarding to all Maidwell Hall pupils, including trial boarding nights and events with day pupils.

## **2. Safety, good discipline, pastoral wellbeing, and academic performance of pupils**

- Deliver a comprehensive house induction programme for all new pupils, and assign a suitable ‘buddy’ to aid integration into the boarding house;
- Create, manage and update the house handbook, which is issued to all pupils and their parents/guardians; the house handbook clearly outlines processes, procedures and expectations;
- Ensure that the School’s boarding policies on safeguarding and behaviour are fully understood by the staff and pupils, and related processes and procedures are adhered to;
- Maintain working knowledge of the National Minimum Standards for Boarding Schools and ISI Boarding Inspection criteria;
- Ensure a clear and full understanding of the circumstances of each boarder at Maidwell Hall; ensure that their strengths, weaknesses, aptitudes and abilities are clearly identified and shared with relevant staff so that individual talents and potential are developed and maximised;
- Co-ordinate and contribute to a full and varied weekend programme of enrichment activities and trips, ensuring that every boarder has the opportunity to participate;
- Monitor welfare, health and emotional issues through Individual Welfare Plans;
- Ensure that concerns for a pupil’s welfare are referred to the appropriate internal staff;
- In conjunction with the School Office, ensure that appropriate travel arrangements for pupils are in place in advance of the beginning and end of each term and half-term. The HoB will remain resident in the building until all students have departed, or make alternative provisions for their welfare and safety;
- Liaise with the School Nurse on all medical issues involving boarders at Maidwell Hall and the administering of medicines;
- Accompany pupils to medical appointments when a chaperone is not available;
- Ensure, where appropriate, that teaching staff know of a pupil’s background circumstances which might affect their academic performance;
- Communicate regularly with parents of pupils, including responding promptly as a matter of courtesy to all email or phone communications by parents i.e. within 24 hours;
- Encourage a healthy and positive use of pupils’ free time;
- Record pupil achievements and misconduct in the relevant MIS (or house records in the case of below threshold incidents);
- Support international boarders where possible at Parents’ Consultation and Information Evenings;
- Be ‘on call’ each night of the week during term time, except on the nights the Assistant Houseparent provides overnight cover.

## **3. Leadership, management and performance**

- The HoB is expected to take a proactive role in the leadership of boarding at Maidwell Hall by being present as much as possible within the boarding house and having a flexible

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approach to duties including:

- being on duty on the last evening and overnight at the end of each term;
  - being on duty on the first evening and overnight before the start of each half-term;
  - being on duty at least four evenings per week;
  - being present at all major school events, as defined by the Headmaster;
  - being present in morning prayers.
- The HoB's performance will be assessed annually as part of their performance management cycle, which will be informed by an annual house review.
  - The HoB must ensure the delivery of practice laid out in the Boarding Handbook.
  - The HoB is responsible for the leadership, training and support of the house staff, and works with the Senior Management Team in the implementation of school policies.
  - The HoB is expected to evidence and research informed improvements over a sustained period of time.
  - The HoB is responsible for the supervision of the House at all times, and to whom responsibility is delegated (house staff).
  - The HoB is expected to demonstrate a professional manner and adopt an appropriate dress code at all times during term time.
  - The HoB is expected to undertake any other reasonable duty at the request of the Headmaster.

#### **4. Training and Continual Professional Development:**

- Regular BSA (or equivalent) training is identified so that the HoB remains up to date with all boarding policies, procedures and best practice;
- Best practice is shared with Maidwell colleagues to ensure standards are met;
- Boarding practitioners in other schools are collaborated with to inform and develop best practice at Maidwell.

## **Qualifications, skills and experience required**

### **Qualifications:**

- Good honours degree [necessary].

### **Skills and experience**

- Experience of working with young people in an educational setting [necessary].
- Experience of residential care of young people [necessary].
- Knowledge and understanding of the Children's Act and Keeping Children Safe in Education [necessary].
- Knowledge and understanding of the National Minimum Standards [necessary].
- Experience of working in a boarding house in a boarding school [desirable].
- Knowledge of the four thresholds of the safeguarding windscreen [desirable].
- BSA professional training qualifications [desirable].

## **Key relationships**

The Head of Boarding is responsible for the line management of the following roles.

### **Direct reports:**

- House staff
- GAP tutors

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## Key relationships

- Headmaster\*
- Deputy Head\*
- Assistant Head Co-curricular\*
- Matrons
- School Nurses
- Operations Manager\*
- School Office Staff
- Executive Team, Uppingham School

\* = member of the Senior Leadership Team

## Holidays

The annual holiday entitlement is all Maidwell Hall holidays, although teachers will be required to work limited reasonable time during the holidays at key periods, as designated by the Headmaster. No holiday may be taken during term time. Any public holidays that fall within term time are normal working days.

## Benefits

- Family accommodation will be provided
- Free Westfield Healthcare
- Free staff lunches in term-time
- School fee discount for children of Maidwell staff.
- Retail, gym, supermarket, cinema and restaurant discounts
- Cycle to work scheme
- Employee Assistance Programme.
- Occupational Health Services
- Free annual flu jabs
- Recognised as a “Disability Confident” employer
- Recognised as a “Mindful” employer

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school’s safeguarding (child protection) policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Job Description is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by Maidwell Hall from time to time.