

Job Description
Job title: Non-residential Boarding Assistant
Location: DLD College London
Reports to: Director of Boarding
Job Purpose
Boarding Assistants are expected to work in a collegiate way with other members of the pastoral team, including the Houseparents, Assistant Principal (Pastoral and Boarding), Housemaster/mistresses and other key staff to monitor the boarders, ensuring that they are maximising their potential and develop into caring, thoughtful, confident members of society. Ambitious and confident yet not arrogant, generous in spirit, interesting, interested, and able to respect and communicate effectively with people of all backgrounds.
General responsibilities
<ul style="list-style-type: none"> • To build and maintain positive and constructive relationships with students, in order to provide them with the best possible care and support. • To play an active role in ensuring the students welfare and personal development, building and maintaining strong relationships with parents, guardians and agents • To promote and safeguard the welfare of young people and young persons by adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times.
Knowledge, Skills and Traits
<ul style="list-style-type: none"> • Strong pastoral care • The ability to keep calm under pressure • Proven track record of working with young people. • Excellent communication and IT skills • Effective judgement and decision making abilities • Effective problem-solving skills • First aid trained • Calm and diplomatic • Well-presented and professional attire • Good health record • Punctual time-keeper • Flexibility and willingness to accept additional responsibilities • Good interpersonal skills • Team player, but also able to work autonomously • Ability to use initiative • Good English language written and verbal skills
Key Qualities
<ul style="list-style-type: none"> • Experience of working within a boarding or non-residential environment • Working knowledge of Child Protection (Safeguarding), the National Minimum
Role Specific
<ul style="list-style-type: none"> • To actively promote the key values of the school: respect; tolerance and kindness • To work collaboratively as part of the boarding team and the wider college body. • To work according to the boarding house rota including a combination of days, weekends and nights as required. • To implement college policies including those pertaining to Safeguarding (Child Protection) & behaviour. • To ensure the highest standards of supervision, support, and care for boarders. • To work within and to apply the National Minimum Standards (NMS) for Boarding together with ISI guidance.

- Provide medical assistance for minor illnesses & first aid, maintain accurate medical records for students and liaise with the Matron and local medical services where necessary.
- Maintain student files to a high degree of accuracy including records of behaviour, sanctions, rewards, medical history, medical assistance given, etc.
- Record sanctions.
- Ensure the smooth running of daily service including laundry, cleaning, maintenance and catering
- Ensure that students are awake and leaving for lesson on time, report any illness or un/authorised attendance to college/personal tutor
- Ensure that students are in the boarding house and follow procedures if students are late/missing at curfew
- Supporting a culture of warmth, community and support within boarding

Conditions

Hours of work:

In line with the rota, shift work. 40 hours per week.

Dependent on qualifications and experience and in accordance with AbbeyDLD group salary expectations.