



HARROW  
INNOVATION LEADERSHIP  
ACADEMY  
哈罗礼德学校  
CHONGQING 重庆

## HEAD OF BOARDING JOB DESCRIPTION

<b>Job Title:</b>	Head of Boarding
<b>Line Manager:</b>	Headmaster

### Purpose of Job

- The Head of Boarding is accountable to the Headmaster for the development, leadership and management of boarding at Harrow ILA Chongqing, for ensuring the safety and wellbeing of all boarding students and for the sustained and measurable development and improvement of the school's boarding provision. He/she is responsible for excellence, quality assurance, and compliance in boarding and has a key role in the recruitment of new boarders and boarding staff.
- In addition, the Head's primary role is to assist the Headmaster in maintaining a vibrant and thriving School whilst being responsible for managing the well-being and pastoral care of all boarding students. The job holder will be held accountable to ensure outstanding levels of pastoral care in the boarding and day Houses and professional leadership and management of the boarding team.
- This role is dependent on the post holder living on or next to the school site.

### Duties and Responsibilities

#### Strategic planning, development and visioning

- In consultation with the Headmaster, lead the pastoral and academic vision for the boarding developing the Boarding Development Plan, and ensure it is effectively understood by all other boarding staff of Harrow ILA Chongqing.
- Lead, develop and manage the School boarding team in line with the school's strategic aims.
- Communicate effectively with parents regarding all matters relating to boarding.
- Support the marketing and admissions functions of the school; participating in student interviews, open days, boarding events and publicity as required.
- In consultation with the Headmaster, lead on boarding accreditation, self-review, and also peer review with other HILA.
- Lead on developing an outstanding boarding curriculum and English reading programme for each Grade level in Boarding (currently Year 4 upwards).

#### Line manage Housemasters

- Develop a collegiate and supportive working relationship with Housemasters and effectively lead and line manage them as they direct staff under their guidance. Along with Housemasters, monitor the quality of the boarding curriculum and delivery to ensure consistency across the school.

#### Manage boarding student well-being in support of academic excellence

- Lead, support and monitor initiatives that ensure boarding students are effective in their learning and that pastoral interventions support academic excellence and leadership attributes.
- Lead the management and administration of boarding.



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- Work closely with the school team (s) to support individual boarding student needs and to map out interventions that will allow Housemasters and tutors to uniformly ensure swift identification and intervention is put into place.
- Timely and effective communication with parents in all aspects of reporting, boarding interventions, and support.

#### **Pastoral Policy making and system development for Boarding staff**

- To liaise with staff to ensure continuity in pastoral systems across phases of the boarding
- Ensure the school policies and handbooks related to the boarding systems are relevant and up to date and clearly understood by all stakeholders.
- Lead and manage the disciplinary processes within the houses and ensure accurate and up to date records are kept accordingly on the school's management information system.

#### **People management and capacity building of boarding staff**

- To develop a strong team ethos within the boarding staff, where there is clear direction, communication and involvement of staff, clarity of rotas, duties and responsibilities, and an unwavering dedication to the welfare and safety of the students.
- Lead, monitor and support boarding staff's induction, review, appraisal, and career development; reporting directly to the Headmaster.
- Work with the Headmaster on developing professional development programmes for boarding staff.

#### **Boarding -Safeguarding and wellbeing**

- Ensuring all boarding policies, handbooks, and procedures are maintained and up-to-date.
- To ensure suitable student records in relation to progress, welfare, health, emotional problems, achievements and misconduct are maintained and to provide such reports and references as may be reasonably required.
- To ensure an up-to-date and accurate record of welfare, incident, accident and concern logs is maintained.
- Ensure, manage and review risk assessments and overall safety, welfare and security of boarders.
- To monitor and maintain accurate records of all boarders' exeat.
- Conduct termly fire practices and maintain records and fire safety logs.
- Monitor and report on-site security, Health and Safety issues to the Health and Safety Co-ordinator and the Operations in relation to boarding.
- To ensure that boarding staff, parents and students understand the aims and objectives of boarding in the houses and the principles on which community life in the houses is based, in accordance with the school Boarding policy, 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 mealtimes); to ensure that adequate arrangements for back up cover are made when staff members are absent.
- To ensure that all members of the boarding staff are familiar with the school'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 coordinate first aid training for boarding staff, ensuring it is kept up to date and that we have adequate coverage.

#### **Boarding - Line management and operational**

- Supporting the professional development of boarding staff including organizing appropriate CPD for boarding Hms, matrons, and boarding tutors.
- 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.



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- To be responsible for the development and implementation of the Boarding Development Plan in line with the School Development Plan.
- To organise and lead weekly Boarding meetings.
- To organise a timely and effective programme of Quality Assurance across the boarding provision.
- Stand in and deputise for absent boarding colleagues in the first instance.
- In conjunction with the AH and Leadership in Action Coordinator, to plan and lead quality assurance of the day school and boarding LiA programme.

## Requirements 岗位要求

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow is committed to the safety and protection of children.*

*All employees are expected to comply with our School Child Protection and Safeguarding Policy.*