

ASSISTANT
PRINCIPAL
(BOARDING)



ROCHESTER
INDEPENDENT COLLEGE

ABOUT RIC

Founded in 1984, Rochester Independent College in Kent is a day and boarding school offering a distinctive alternative to both traditional independent education and the highly selective grammar schools. RIC aims to give students an enjoyable and successful experience of schools in an international, creative and inclusive environment with small classes and high-quality teaching and pastoral care.

OVERVIEW OF THE JOB

The Assistant Principal (Boarding) will be an experienced senior leader whose professional career to date shows exemplary commitment to boarding education. The postholder will demonstrate inspirational senior leadership with the vision, presence, and foresight to develop and enhance the boarding provision. In particular the postholder will be responsible for overall management of boarding at RIC, ensuring that it is a caring, nurturing, and supportive environment dedicated to the wellbeing and education of students. The postholder will lead on overall pastoral and operational systems in boarding, setting and maintaining policy. The primary responsibility will be ensuring that the National Minimum Standards for boarding are exceeded consistently and constantly in boarding practice. Depending on the successful candidate's academic background, there may be an opportunity to contribute to the teaching of an A level and / or GCSE subject.

The new Assistant Principal will be joining RIC at a time of significant expansion with the opening in September 2024 of our Northbank campus which includes a 47 room boarding house bringing our total boarding capacity to 184.

The new Assistant Principal will have the stamina, energy, and interpersonal skills to command the respect of a wide range of stakeholders from different cultural backgrounds, and the intellect, sensitivity and humility to engage broadly with a team of staff who will all play a vital role in creating a culture of excellence, outstanding pastoral support, a widely enriched school life, and learning through service.

The postholder will be a highly visible leader with the charisma to inspire and motivate the different constituencies which make up the RIC boarding community. They will be an empathetic relationship-builder with a sophisticated understanding of how to work effectively in a fully residential environment with multiple stakeholders, achieving excellence in all aspects of provision, including safeguarding.

As a key member of the Senior Leadership Team, the Assistant Principal (Boarding) will play a full role in the strategic direction of the college, developing, personifying, and ensuring a whole school ethos which promotes the RIC values for all students, staff, governors, parents and the local community.

BOARDING @RIC

Boarding at RIC is currently home to 145 GCSE and A level students from 40 different countries.

In September 2024 a dedicated new residential boarding village will be opening directly opposite the main College campus bringing our boarding capacity to 187. The new Assistant

Principal will play a significant role in the development of new systems to accommodate this exciting growth.

PERSON SPECIFICATION

- Educated to at least first degree level or equivalent
- Postgraduate qualification/BSA Certificate or Diploma desirable
- Qualification in leadership and management and/or boarding desirable
- Significant management experience in overseeing part of a boarding school or international sixth form college at SLT level, at least in a Head of Boarding role or at Vice/Assistant Principal level
- Significant experience as a DSL or Assistant DSL preferable
- Significant experience as a house parent
- Significant experience of working with international students, their parents and agents
- A fast learner
- Efficient and organised
- A skilled communicator and a relationship builder - able to work effectively with colleagues and students
- IT literate
- Good at prioritising your time
- Able to work under pressure
- Able to make good judgements, especially at critical moments
- Proactive, flexible, trustworthy, dependable and reliable
- Internationally aware and culturally sensitive
- Good team player, but also able to work independently
- Willing to play a part in the wider life of the College community and in Dukes Education
- Familiar with National Minimum Standards (NMS), Independent Schools' Statutory Regulations and other relevant legislation
- Able to successfully manage a team
- Energetic, even-tempered with a sense of humour
- Able to relate to young people
- Willing when needed to work unsociable hours, including weekends and evenings e.g. boarders' induction, boarders' Christmas dinner, parties, boarding trips

SALARY & REWARD PACKAGE

As we are seeking to attract the best talent in the industry to this role the salary will be highly competitive.

It will depend not just on qualifications and experience but the vision and value you are able to bring to the College.

Year round on campus accommodation

All meals during term time.

7 weeks holiday a year- 3-4 weeks in the summer before the middle of August by agreement, 2-3 weeks at Christmas and 1 week at Easter. Bank holidays and half terms are normal working days/weeks. There are no exeat weekends at RIC.

Private medical insurance, income protection after 2 years of service.

Employee Assistance Programme from Dukes Education.

WORKING HOURS

As is usual with a senior boarding role the post-holder will be required to work as necessary to complete the job.

You will be expected to be on duty mornings and evenings, and provide overnight support to students and staff as required. Working days will follow a shift pattern with two days off per week but flexibility will be required.

BOARDING STRUCTURE

The Assistant Principal (Boarding) will be a key member of the College SLT and oversee a team that consists of-

Deputy Head of Boarding

Assistant Head of Boarding (Operations)

Assistant Head of Boarding (Pastoral)

Houseparents

Pastoral/Activities Assistants

The Assistant Principal Boarding will work closely with the Senior Director of Studies who leads on managing the team of academic tutors who work in boarding and liaising with the senior teams in Sixth Form and Lower School and Personal Tutors.

REPORTS TO

You will be directly responsible to the Principal and the Senior Vice Principal.

APPRAISAL

The Assistant Principal (Boarding) will be expected to undergo annual appraisal, which is conducted by the Senior Vice Principal. An appraisal is designed to help and encourage professional development and performance.

TRAINING

The Assistant Principal (Boarding) will be expected to undertake any relevant training at the level applicable, if they have not already done so. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

MAIN RESPONSIBILITIES - ACTING AS THE HEAD OF BOARDING

As a member of the Boarding team, you should carry out your role to support the needs of the students you work with and the College in general.

- Lead and manage the College's boarding team to ensure the students' boarding experience exceeds their expectations as well as that of parents, agents and other stakeholders and to ensure the successful implementation of procedures in the boarding houses and proactively evaluate and improve standards
- Ensure that the College complies with National Minimum Standards (NMS), Independent Schools' Statutory Regulations and any other relevant legislation across all aspects of the College boarding provision

- Ensure effective reporting to and communication with parents, guardians and agents in accordance with College policies and procedures
- Liaise with the senior leadership team to monitor students' overall wellbeing, welfare and behaviour (whether they are under 18 or aged 18 and over) and ensure that the rest of the boarding houseparent team do the same
- Support and assist students to ensure that they understand and are actively adhering to College policies related to behaviour, attendance, sanctions and rewards in consultation with the Senior leadership team, and ensure that the rest of the boarding houseparent team do the same
- Together with the boarding houseparent team, produce engagement or behaviour strategies and targets
- Be the emergency contact for serious behaviour and welfare issues of boarders when outside of College hours and liaise with the senior team if needed
- Manage, and where required participate in, the investigation and monitoring of consequences for reported cases of misbehaviour and breaches of College boarding rules by students
- As and when needed, arrange and attend stage warning or behaviour meetings with the principal or vice-principals
- Hold meetings with the senior leadership team and all boarding houseparents to discuss behaviour and/or attendance of students who are a concern
- Together with the boarding houseparent team, follow the College's policies and procedures related to boarding
- Line manage the Deputy Head of Boarding, the Assistant Heads of Boarding, the boarding houseparent team and the Medical team.
- Lead on the strategic planning and operational use of digital systems and practices in the context of boarding (Orah)
- Contribute material to the College's social media, blogs and other promotional material in the form of good news stories and positive updates from boarding
- Act as host for agent, prospective students and their families and other external visitors and to ensure that all visitors are provided with a welcoming reception, comprehensive tour of the boarding and key information relating to the boarding experience
- Together with the boarding houseparent team, ensure that key messages are delivered to students in the boarding houses, e.g. upcoming activities and events
- Oversee the boarding houseparent team taking responsibility for the overall appearance of the boarding houses so that they meet expected standards – e.g. cleanliness, notice boards, common areas etc. and then ensuring the boarding premises and facilities are kept in a proper state of maintenance and repair, reporting any issues to the maintenance or housekeeping team
- Ensure that the boarding houseparent team are offering a structured, comprehensive and well-advertised programme of extra-curricular activities and trips and visit during the evenings and weekends
- Ensure the boarding houseparent team monitor participation in these activities and are exploring strategies for encouraging participation
- Ensure that the boarding houseparent team are running an effective boarding council system for the students that allows them to make a contribution to College life
- Prepare or review, in conjunction with the boarding houseparent team, the content for the boarding pre-arrival information in advance of each intake, working with key

stakeholders including the principal, marketing and admissions to make sure this is delivered to students on time and to consistent Rochester Independent College brand standards

- Prepare or review the boarding staff handbooks / websites (internal and external) in conjunction with the boarding team
- Be the primary contact for the College's work with Summer Boarding Courses who operate courses over the summer.
- To lead on the marketing and promotion of the college boarding as required.
- To work as a houseparent as required

HOUSE PARENT DUTIES

- Taking personal responsibility for a group of students as a boarding personal tutor for their personal progress
- Manage student leave requests, discipline and welfare concerns
- Maintaining the boarding registers and operational roll calls on Orah, including that of visa students, on ISAMS
- Creating a warm and professional atmosphere.
- Being an active member of an effective boarding team to maintain the highest possible standards of care and support to all College students
- Complying with, and having a strong working knowledge of, boarding National Minimum Standards.
- Overseeing the day-to-day running of the boarding including aspects such as kitchen & room checks, rotas, boarding events and activities
- Liaising with school staff including when necessary and sharing information in a clear and concise manner to determine the right course of action for individual students
- Managing and coordinating activities within the boarding
- Managing aspects of student and staff boarding induction.
- Wake every student in the morning for breakfast and morning registration and support morning routines including welfare checks, medical team referrals
- Monitor the students' welfare and behaviour and report and problems in the residence to the Pastoral Director.
- Report student illness promptly to the Medical team in the morning. If emergency attention is required, use the emergency number or call an Ambulance
- Ensure the smooth running of the boarding house generally in accordance to the student handbook to maintain a friendly, welcoming and happy environment
- Assist the domestic team with maintaining the general cleanliness and tidiness in the boarding house
- Report any maintenance issues through the college system
- To ensure a visible presence in and around the premises of the boarding house at all times when on duty, eating regularly with students
- Ensure curfew times are kept; filling in associated paperwork as requested and reporting issues of lateness
- Help with student arrivals, student induction and departures when required
- Attend termly induction and regular staff meetings
- Arrange regular meetings with the students
- Liaise with Heads of Departments and the Academic Director (Boarding) as required

- Ensuring that the boarding is prepared before the start of the academic year and to ensure that it is left in order after the end of the academic year, in conjunction with the Head of Boarding.
- Ensuring that rules are followed, in accordance with the student and boarding handbooks, notices and student induction and to act appropriately, recording the misdemeanour and action taken.
- Ensuring student leave permission is sought, completed and authorised if deemed acceptable. Detailed records should be kept pertaining to trips and visits and permission to stay away with guardians or parents.
- Supporting the completion and monitoring of 'handover' logs, discipline, medication, sanctions and other centralised records.
- Maintaining detailed records of all communications/contacts with parents and guardians.
- Taking part in appraisals and probationary meetings as required.
- Monitoring guests to the boarding for both students and staff, to ensure compliance with boarding regulations.
- Participating in regular meetings with the pastoral and boarding team.
- Supporting involvement in a full and varied programme of extra-curricular activities within the boarding houses.
- Acting as host for agents, prospective students and their families and other external visitors and to ensure that all visitors are provided with a welcoming reception, comprehensive tour of the boarding and key information relating to the boarding experience.
- Other duties will include registration, distribution of keys, room checks, laundry checks, monitoring evening snacks, room clearance and maintenance checks prior to and after student arrival and departure and assisting with student arrivals and departures.
- Being available for specific events eg: student induction, parents' evening.
- Contributing to the compilation and updating of boarding handbooks/literature for students and staff.

OTHER RESPONSIBILITIES

- Lead regular boarding team meetings with boarding staff
- Attend senior leadership team, pastoral or cross-College meetings as required
- Assist the vice-principals in maintaining welfare policies and pastoral documents
- With other members of the College's senior leadership team oversee the creation and maintenance of all boarding policies, risk assessments and other documents
- Investigate complaints and concerns from students and report findings of all investigations to appropriate staff and record the outcome accurately and comprehensively
- Meet with all new boarding staff and oversee their induction
- Consistently monitor the boarding houseparents team's performance and manage annual staff appraisals
- Organise the election of the boarding student council ensuring students from each year group are effectively represented and ensure that all boarding staff do the same
- Assess, meet or refer students with emotional needs to the nurse
- Participate in the student induction process including the arrivals weekends

- Liaise with both internal and external stakeholders, including external authorities, to ensure effective communication both within and beyond the College
- Liaise with the principal on the appointment of boarding staff and assist the senior leadership team with interviewing applicants
- Manage the training needs of boarding staff from induction to diploma level as required
- Be aware of sponsorship requirements in conjunction with admissions, the boarding team and head of international students
- Oversee the maintenance of the boarding registers, including that of student visa students, on ISAMS, in conjunction with the boarding team and the head of international students
- Contribute to the compilation of reports for the governors in conjunction with the boarding team
- Carry out a boarding audit using the BSA self-assessment checklist in conjunction with the boarding team

As part of your wider role within the College, you will also:

- Follow the guidelines of the staff handbook
- Support the college and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal or Head of Boarding to undertake work not specified in this job description
- To be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the College

You will maintain standards of ethics and behaviour in and out of college.

In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being
- Show tolerance of and respect for the right of others
- Maintain high standards of attendance and punctuality
- Help to create and maintain a safe working environment for everyone
- Develop and maintain a full understanding of current child protection procedures

FURTHER INFORMATION

Safer Recruitment:

Rochester Independent College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Section 15-25 of the immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Being You @RIC:

Our students come from a diverse range of backgrounds and cultures and so do we. We want our staff to find a home at RIC and aim to give them the freedom to be themselves at work. We want our community to be an inclusive one where there are meaningful levels of representation across all parts of the College. A commitment to inclusivity is at the heart of RIC's Project 2025 development planning. All qualified applicants will receive consideration for employment at RIC.

OTHER INFORMATION

In order to facilitate your application the following information is included alongside this Job Description:

- Staff Application Form

Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

The college reserves the right to interview and appoint a suitable candidate before the closing date of the advertised post.

APPLICATION PROCESS

Applications must be made using the staff application form which has been sent with this job description. Completed applications must be sent to Caroline Dutton, HR & Compliance Director; caroline.dutton@rochester-college.org.uk

STATEMENT OF BOARDING PRINCIPLES

Our aim in the boarding is that all students are well supported to live in an international environment where the informality of a College is combined with supervision appropriate to the age of the students.

We understand that our boarding students are often far away from home and our aim is to ensure that they:

- Live and learn in a safe and secure environment
- Thrive in a caring atmosphere
- Have clean and comfortable accommodation
- Are well fed
- Are able to talk to a member of staff or an independent contact about any issue or concern
- Receive as much attention as they need
- Are happy and well looked after
- Have the opportunity to express their wishes
- Are respected