



# SOUTH WESTMORLAND MULTI ACADEMY TRUST

## Job Description

**Post:** Deputy Head of Boarding

**Salary Range:** NJC Scale Points 21 to 25, currently £30,825 to 33,945

**Hours:** 38.75 hours per week - 2 breakfast duties, 3 evening duties, 2 overnight duties 1 weekend duty, and to cover for Head of Boarding in their absence, this may include working during the day

**Benefits:** Onsite accommodation (a first floor, 3 bed flat), meals when on duty in boarding house, use of onsite fitness and sports facilities, local government pension scheme

### **Relationships**

1. The post-holder will report to the Head of Boarding with responsibility for Boarding Operations
2. The post holder will work closely with the Head of Boarding, The Boarding Team, , Finance, Pastoral, Safeguarding and Administration teams.
3. The post-holder will interact with other professional colleagues and will establish and maintain productive relationships, promoting a mutual understanding of our aim to provide an outstanding boarding operation.

### **Purposes of the Post**

#### **Recruitment & Admissions**

1. To understand and support the development and delivery of the boarding marketing plan to target current and new markets
2. To understand the admissions procedure for Dallam Boarding, from initial point of contact through to student arrival.
3. To champion the importance of Dallam Boarding amongst all staff, fostering an informed and positive attitude towards the recruitment and retention of boarding students which supports and promotes the boarding ethos of the School.
4. To help boost the profile of Dallam Boarding by being able to promote the boarding operation with external agents and at marketing events, if required, and to nurture relationships with boarding parents, past, present, and future

#### **Boarding**

1. To support the Head of Boarding with all the operational aspects of Dallam Boarding House
2. To be a resident on the boarding site during term time
3. To work with the Head of Boarding to contribute to the strategic development of Dallam Boarding
4. To work closely with the Head of Boarding to ensure that Boarding is OfSTED compliant and that good judgement is maintained
5. To undertake level 2 safeguarding training and support the Head of Boarding with safeguarding issues

### **Essential personal qualities and skills**

- Professional and personable manner
- Excellent communication and IT skills

The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time.

| Main Responsibilities  |                           |
|--|---------------------------|
| <b>Recruitment &amp; Admissions</b>  |                           |
| <ul style="list-style-type: none"> <li>• With the assistance of the Head of Boarding, understand the School's marketing and boarding recruitment strategy, its target markets and its annual plan for recruitment events and actions</li> <li>• Monitor the implementation of the boarding recruitment strategy and assist with the analysis of recruitment patterns and markets, and potential future changes and challenges that might have a bearing on enquiries and conversions in boarding, advising on appropriate responses and solutions</li> <li>• To assist the Head of Boarding with the planning, preparation and execution of admissions-related recruitment events, domestic and overseas.</li> <li>• To support with in-house events such as boarding tours and taster days, induction and familiarisation days</li> <li>• To liaise with the Head of Boarding when managing boarding tours and taster days, ensuring diary entries are well managed</li> <li>• To represent the School at open days, boarding school fairs, admissions events and international recruitment trips when required, which may include evening and weekend work</li> <li>• With the Head of Boarding, maintain oversight of the availability of boarding spaces and tailor boarding tours and conversations with families appropriately</li> <li>• With the Assistant Headteacher (Pastoral) and Head of Sixth Form, maintain knowledge of the curriculum offer and class spaces available, particularly at entry Key Stage 4 and 5</li> <li>• Further developing the Dallam Experience for international students and investigating opportunities to utilise the boarding provision during holiday periods.</li> </ul> |                           |
| <ul style="list-style-type: none"> <li>• Know and understand the School's admissions process and the regulatory framework in which it operates</li> <li>• To support with the maintenance of admissions related literature, documentation and website pages</li> <li>• To provide updates to the Pastoral Team in relation to students who are joining/leaving the School, at standard transition points and mid-term and document the communications on pupils Synergy file</li> <li>• To assist with ensuring students and their families feel supported and well informed throughout the admission process and beyond</li> <li>• To ensure the guardian information for boarding students is collated and passed to the Head of Boarding</li> </ul>   |                           |
| <b>Data</b>  |                           |
| <ul style="list-style-type: none"> <li>• To liaise with the Pastoral Team in ensuring that prospective and leaver data on the management information system is up to date, accurate and being used effectively</li> <li>• To monitor admission trends and provide statistical analysis to trustees and the senior leadership team</li> <li>• To provide the necessary information to the Finance Team for administering accounts</li> </ul>  |                           |
| <b>Boarding</b>  |                           |
| <ul style="list-style-type: none"> <li>• Support the management and administration of pastoral procedures, ensuring alignment between the school and boarding</li> <li>• Support the Head of Boarding with the development of structures and systems to ensure all students receive the support they need to progress</li> <li>• Adhere to the school's policies and procedures, applying positive feedback as appropriate, ensuring continuity and consistency of practice</li> <li>• Monitor pastoral progress closely to ensure that each student's holistic potential is being developed to the fullest possible extent</li> <li>• Liaise with the school counsellors, ensuring wellbeing is a strong focus of the school</li> <li>• Support the Head of Boarding in managing the processes around student absences, tracking and follow-up; communicate clearly with boarding staff and parents related to absences</li> <li>• Engage with the parent community to nurture positive relationships and involve parents in significant decisions associated with their child's education</li> <li>• Oversee end of term and start of term travel arrangements</li> <li>• Form part of the boarding duty rota</li> <li>• Act as the responsible member of staff in the Head of Boarding's absence</li> </ul>   |                           |
| <b>General</b>   | <b>Expected standards</b> |

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| <b>Self-Development</b> <ul style="list-style-type: none"> <li>To continually seek development opportunities in order to improve personal performance</li> </ul>   | <ul style="list-style-type: none"> <li>CPD Co-ordinator is advised of training needs</li> <li>Development opportunities are sought and acted upon</li> </ul>  |
| <b>Attitude</b> <ul style="list-style-type: none"> <li>To act as a professional and positive ambassador for Dallam School in order to support the school's mission and profile</li> </ul>  | <ul style="list-style-type: none"> <li>Positive / constructive feedback from parents / students / visitors / colleagues / supporters.</li> <li>High level of self-motivation and encouragement of others</li> </ul> |
| <b>Policy Promotion</b> <ul style="list-style-type: none"> <li>To actively promote the school's policies and procedures to ensure that the school operates effectively and fairly in line with legislative requirements</li> </ul> | <ul style="list-style-type: none"> <li>Positive working culture is demonstrated</li> <li>Positive feedback from performance management</li> <li>Positive feedback from health and safety audits</li> </ul>          |
| <b>Child Protection</b> <ul style="list-style-type: none"> <li>To adhere to the school's Child Protection procedures</li> </ul>  | <ul style="list-style-type: none"> <li>Procedures followed</li> <li>Low level of complaints due to breach of procedures</li> </ul>  |
| <b>Confidentiality</b> <ul style="list-style-type: none"> <li>To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people</li> </ul>                   | <ul style="list-style-type: none"> <li>Low level of complaints due to breach of confidentiality</li> <li>Demonstration of actions to protect confidentiality</li> </ul>   |
| <b>Flexibility</b> <ul style="list-style-type: none"> <li>To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation</li> </ul>                                 | <ul style="list-style-type: none"> <li>Willingness to experiment with new methods and approaches / initiative taken</li> <li>Enthusiasm towards changing circumstances</li> </ul>                                   |

**Dallam School is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: ..... (Post Holder)

Signed ..... (Line Manager)

Date.....

The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.