**March 2021**

**POST:** **Assistant Head of Girls Boarding**

**RESPONSIBLE TO: Head of Girls Boarding**

The Assistant Head of Girls Boarding is acting in *loco parentis* and as such accepts responsibility for the health, welfare and safety of the students who are boarders. Alongside the Head of Boarding, they are the direct link between parent and school when they are on duty and are responsible for keeping the Head of Boarding and other staff informed of all relevant information regarding the pupils in their care.

The Assistant Head of Girls Boarding must demonstrate an empathy with and understanding of young people, a sense of humour and desire to be actively involved in their personal development. The successful candidate will also be required, at times, to be firm with the students and enforce necessary rules of conduct and be fair and consistent with the application of behavioural sanctions.

**MAIN TASKS**

*The responsibilities of the post will be wide and varied and this job description is not intended to be exhaustive. It is anticipated that the scope of the work may vary from time to time, but will include:*

**Pupils:**

1. To act ‘in loco parentis’ to all pupils in the house and ensure that the health, safety, happiness and well-being of every pupil is given the utmost attention and importance;
2. To ensure that the individual circumstances, needs, strengths and personal challenges of each pupil are identified and understood by staff as needed so that individual opportunities, talents and potential are developed and maximised;
3. To undertake rostered week night and weekend duties, inclusive of leading weekend excursions. A willingness to help plan such excursions and activities would also be advantageous.
4. To be aware of the academic strengths and weaknesses of pupils; to liaise with Heads of Boarding, teachers and tutors to ensure that relevant background circumstances of pupils are known and considered; to ensure that the conditions and supervision of evening prep are conducive to effective academic progress;
5. To counsel pupils concerning any academic, social, emotional or behavioural problems they may have;
6. To inform the Deputy Head (Pastoral) immediately if any child protection concern arises, in line with the school’s policy on child protection and safeguarding

**Management:**

1. To effectively manage the tutor team when on duty and support them in playing their part in carrying out their particular roles and responsibilities
2. To ensure that parents and pupils understand the aims and objectives of boarding in the house, and the principles on which community life in the house is based;
3. To liaise with the school nurse(s), doctor and residential boarding nurse to ensure that pupils’ medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle;
4. To liaise with the boarding team and housekeeping staff to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect;
5. To use every opportunity to cultivate contact and communication with parents, to ensure that they are fully informed about their child’s progress and welfare; to ensure that family incidents and problems are brought to the attention of those that need to know;
6. To ensure that all members of the boarding staff team (including non-teaching personnel and senior pupils as appropriate) are familiar with the school’s policies and procedures for child protection, countering bullying, substance misuse and health and safety and are aware of the appropriate response needed in these areas.

**Administration:**

1. To be aware of the implications of the National Minimum Standards for Boarding Schools regarding welfare and pastoral care of boarding students.
2. To keep boarding records up to date in line with the necessary policies and procedures in place.
3. To oversee pupil commitments throughout the school week and liaise closely with parents and the Head of Girls Boarding to organise all individual travel arrangements for arrival and departure at school, both during term time and at the beginning and end of holiday periods.
4. To perform any other key tasks which the Head of Boarding may reasonably assign.

**Conditions of Appointment:**

* The successful candidate will be a qualified teacher or coach and undertake a teaching or coaching position at the school. Any subject discipline will be considered.
* To live in the accommodation provided in the boarding house. Full board and lodging will be provided.