

HEAD OF BOARDING



The Prebendal School

We are one of the region’s leading boarding and day schools, educating children aged 3-13.

The Head of the Prebendal School seeks to appoint, for January or April 2022, a well-qualified and motivated Head of Boarding.

The Prebendal School is the oldest school in Sussex and probably dates back to the foundation of Chichester Cathedral in the eleventh century when it would have been a ‘song school’ responsible for teaching the choristers. It was re-founded as a grammar school in 1497 by the then Bishop of Chichester, Edward Storey, who attached it to the Prebend of Highleigh, after whom the school was named. The school is now a coeducational day and boarding preparatory school educating children between the ages of 3 and 13 years. Like many other Cathedral Choir Schools, the school occupies a range of buildings in and around the Cathedral Close dating from the original, fourteenth century song school to the modern Highleigh Building built and opened in 2000.

Outlined below are the key responsibilities of the Head of Boarding. The post is expected to evolve in order to take account of the candidate’s strengths and weaknesses.

**The Post**

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| **Job Description** |
| The Prebendal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **Summary of the role** | Head of BoardingThe Prebendal SchoolThis could be a Teaching (FT) or Non-Teaching (PT) roleSchool’s own salary scale |
| **Main duties and responsibilities** | **Your Professional Duties** Responsibility to be taken for the coordination of the Boarding House and the welfare of those children staying in it whether on a full, weekly or flexi basis. The following duties shall be deemed to be included in the professional duties which you will be required to perform: **Specific Duties and Responsibilities** The following duties shall be deemed to be included in the professional duties which you will be required to perform: * Acting in loco-Parentis for the boarders entrusted to their care;
* To be responsible for the running of the Boarding House liaising with the matrons and the duty member of staff on a day to day basis;
* Ensuring, in consultation with matrons, that the Boarding House is a clean, safe, professional but homely and welcoming environment in which children can thrive;
* Being an active and visible presence particularly at key times such as bedtime, wake up and meals;
* To devise resident duty rotas and boarding house routine schedules;
* To be responsible for the updating /review of the Boarding Handbook and other policies;
* To ensure that all new boarding staff receive induction;
* To ensure all new boarders receive induction;
* To organise the allocation of children to their dormitories;
* To welcome boarders and their parents at the start of the academic year and at the start of terms and after half term;
* To ensure that the boarders attend early morning music practice on time and vacate the Boarding House in time for registration;
* To check on the tidiness of the dorms with Matrons;
* Co-ordinate and run a Boarding House reward competition that encourages prompt rising, tidy dorms and good behaviour through the awarding of dorm points;
* To ensure resident staff oversee the academic work undertaken by boarders through the monitoring of preps and organisers and to ensure that there is an evening reading programme for the younger children;
* Support and advise resident staff and the Duty Teacher on matters affecting the boarders;
* Undertake Wednesday evening boarding duty specifically to provide a programme of themed evening activities on a weekly basis;
* To supervise chorister prep on Saturday morning after breakfast;
* To maintain regular contact with Boarding House staff to address pastoral concerns and matters of boarding routine;
* To hold meetings with the boarders through the “Boarders’ Forum” to gain feedback from the children and ensure that the aims of the Boarding Policy are being met;
* To administer the school pastoral survey;
* To liaise with the senior boarder over arranging routines;
* To liaise with parents on boarding matters;
* To carry out fire evacuation drills on a regular basis and be the person responsible for the Fire Alarms from 5pm to 8am, except on evening off;
* To keep a record of any pastoral concerns involving boarders that may require further discussion at a full staff meeting;
* To look at the Incident Book kept in the matrons’ room every Monday and sign;
* To check all buildings are secure in the evening;
* To encourage a family atmosphere
* To contribute to the Prebendal Newsletter;
* To deal with any minor disciplinary issues that may result in a loss of privileges. More major issues will follow the school disciplinary policy;
* To be accountable to the Head on all boarding matters;
* Undertake duties as set out;
* To be the line manager for the matrons;
* Ensuring that appropriate risk assessments are carried out (either by the Cathedral or School) for any trip that the choristers are involved in;
* Being responsible for the publication of the matrons’ duty rota and fair allocation of medical and housekeeping duties.

**Choristers*** Acts as a tutor to the choristers and ensuring that their all needs are met liaising with the Head and academic staff as appropriate;
* Meet regularly with The Head and Organist to ensure that there is a joined up approach in dealing with any issues that may arise;
* Ensure that good relations are maintained with the Cathedral, choristers and their parents;
* Be responsible for overseeing any Chorister visits and trips either in the UK or overseas;
* Being the school representative to accompany the choristers on tours etc;
* Be a member of the duty team that looks after the Choristers during Choir Time i.e. leading up to Christmas, Holy week and the Southern Cathedrals Festival;
* Attend services as Chorister Chaperone.

**Full Boarders*** Acts as parent to Full Boarders and ensuring that their all needs are met liaising with the Head and academic staff as appropriate;
* Ensure positive relations are maintained with their parents and guardians;
* Arrange and maintain the ability for children of overseas families to video call their parents;
* Be responsible for ensuring that appropriate travel arrangements have been made for pupils coming to and from school.

**Pastoral Care** • Be fully conversant with, and applying, the School’s child protection policy and all related issues • Promote good attendance and monitor it in accordance with School policy • Promote the general progress and well-being of pupils in your care • Support each pupil to achieve their potential**Professional Standards** • Support the aims and ethos of the School • Treat all members of the School community with respect and consideration • Treat all pupils fairly, consistently and without prejudice • Set a good example to pupils in terms of appropriate dress, punctuality and attendance • Participate in the School’s extracurricular programme • Take responsibility for personal professional development within the School’s CPD programme • Attend all departmental and staff meetings • Ensure that all deadlines are met as published in the School calendar• Take responsibility for matters relating to health and safety • Undertake duties that may be reasonably assigned by the Head (directly or indirectly) Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process. |

All Prebendal staff are expected to:

1. Participate in the continuous personal development, participating in appropriate training to maintain up-to-date professional expertise.

2. To undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Head.

3. To make a full and active contribution to the extra-curricular life of the school.

4. To be pro-active on behalf of the school in external matters, particularly in relation to those concerning IAPS and local partnerships with schools

5. To be aware of any signs of stress, emotional imbalance or learning difficulties and keep appropriate people informed over these concerns

6. Ensure that each child is working to the best of his/her ability is well disciplined, well mannered, considerate and happy!

Please apply by emailing an application form (available on the [school website](https://www.prebendalschool.org.uk/265/vacancies)) with a supporting letter to head@prebendalschool.org.uk

The closing date for applications is Wednesday 6th October 2021.

The Prebendal School is an equal opportunities employer with a robust Child Protection Policy in force. Further details about the school can be found on our website at [www.prebendalschool.org.uk](http://www.prebendalschool.org.uk)

*A Disclosure from the Disclosure and Barring Service will be requested in the event of a successful application. The Prebendal School follows the Code of Practice issued by the DBS, a copy of which is available on request. A criminal record will not necessarily be a bar to obtaining a position. The Prebendal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*