

Job Description

Boarding Houseparent

Job Purpose To be in *loco parentis* for all resident boarders and be responsible for the boarding house during term time.

Responsible to Head of Boarding

Executive Summary To be responsible, with the Head of Boarding for the management, health and welfare, pastoral, health and safety, academic and all other relevant needs of the individual boarders.

To ensure the smooth and safe running of the boarding house through following appropriate line management duties as directed by the Head of Boarding.

To uphold all safeguarding and child protection procedures in keeping with BCS policy and regulations.

To uphold and support all boarding house procedures /duties and administration.

- Key Responsibilities**
- To support a suitable programme of wide-ranging activities for boarders in the evenings and at weekends in liaison with the Head of Boarding.
 - To maintain an ethos or tone in boarding which is wholesome and safe for everyone.
 - To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the house.
 - To support the boys /girl's pastoral issues.
 - Follow the procedures in the Boys /Girls Boarding House as set by the Head of Boarding.
 - Deal with all boys /girls' pastoral issues with support from Head of Boarding where necessary.

Curiosity

Commitment

Creativity

Community

- To support the administration of medicine and first aid to boarders when necessary and record all incidents and prescribing of medicine to boarders in line with the boarding medical procedures.
- To keep a record of all incidents, accidents or breakages involving boarders.
- To monitor and report any concerns regarding the personal well-being of boarders.
- Work closely with other Boarding staff to ensure that the laundry, snacks, furnishings and cleanliness of the boys' /girls' boarding house are maintained at a high standard.
- To support the Head of Boarding with keeping daily records on the movements of those boarders not realising boarding expectations in terms of punctuality in the mornings between 8am and 8.30am.
- To support in School, when required, as directed by the Head of Boarding.
- Any other reasonable duties required by the Head of Boarding.

General

- To be an excellent role model for boarders.
- To take part in the appraisal system of the school.
- To adhere at all times to the School's Child Protection and Safeguarding procedures.
- To be aware of and adhere at all times to the School code of conduct and confidentiality.
- To undertake any other reasonable tasks/duties requested by the Principal.
- As an Employee of Bournemouth Collegiate School, you may be required to provide support and cover across all sites as and when required.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

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Mrs Maria Coulter BSC (Hons) PGCE NPQH
Principal

The job description is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Principal.

The job description may be reviewed and may be subject to modification or amendment after consultation with the post holder.

The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.

All employees at Bournemouth Collegiate School must be enthusiastic, professional and be prepared to fully commit to the ethos of the school, as laid out in our Mission Statement and Aims.

Signed:

Date:

.....
Post Holders name:

Signed:

Date:

.....
Principal: Maria Coulter

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