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| Job Title | Head of Boarding |
| Date | March 2023 |
| Department | Boarding |
| Reports to | Senior Deputy Head Pastoral |

Purpose of the Role

To ensure that the environment in the boarding house is one which is caring, safe and responsive to boarder's needs and welfare.

To oversee all areas of the day to day running and management of the boarding house in line with the National Minimum Standards and the School's Policies.

Departmental Information

The boarding provision consists of a combined boys and girls boarding house for pupils aged 11 to 18, and occasional junior boarders and is overseen by the Head of Boarding. The House has three Tutors and one Assistant Houseparent, who all reside in the house and one who resides on site.

Main tasks and responsibilities

Guaranteeing the School's compliance with the regulatory requirements of the National Minimum Boarding Standards and to liaise with the Head in preparation and running of boarding inspections. Be familiar with, and develop further, a working knowledge of relevant legislation.

Ensuring the boarding house is fully staffed at all times and take the lead role in managing the welfare and capability of all Boarding House staff from the recruitment stage, induction and during employment.

The organisation and development of the boarding house, both day to day running and long term strategy.

Monitoring and maintaining the welfare, safety, discipline and pastoral well-being of all boarding pupils.

Form part of the boarding rota and back up for both boarding houses. A minimum of one weekday evening shift and weekend back-up duties.

Establishing and maintaining positive relationships with parents, agents and guardians of boarders.

Promote the boarding provision at the school by attending recruitment events both in the UK and overseas.

Have an input into the marketing plan for the boarding house by working with the Director of Marketing, Admissions and Communication (MAC) to agree a strategy to improve boarding numbers and achieve maximum capacity.

Minimum Standards and Best practice

Maintain an awareness and understanding of relevant current legislation and best practice and ensure the boarding house maintains a level of 'inspection readiness' at all times as well as playing an integral role during boarding inspections.

Maintain all relevant policies and literature as required by the NMS and keep suitable records to provide evidence of compliance to regulations.

Keep suitable records of events, including health, welfare, emotional problems, achievement or misconduct sharing them with the necessary staff members in the school community and follow statutory processes when relevant, including the updating of systems such as CPOMs and iSAMS.

Liaise with the Admissions department to ensure that all students entering the country on a visa are registered for their BRP. To ensure that all travel documents are stored centrally and securely.

Write the annual boarding development plan and contribute to the school development Plan/SEF.

Be responsible for the annual review and update of the following Boarding Handbooks: Boarders' Handbook, Parents' and Guardians' Handbook, Boarding Staff Handbook and the NMS in Boarding Evidence File and self-evaluation paperwork.

Liaise with the Governor responsible for boarding (known as Committee in a Quaker school) where appropriate.

Carry out and review risk assessments and liaise with the H&S co-ordinator regarding Health and Safety matters.

Attend relevant Fire Safety training and carry out regular fire drills and ensure all boarders and staff are aware of fire safety protocols. Complete all relevant risk assessments in a timely manner.

Promote good communication between the boarding community and the rest of the school.

To work with the House staff to ensure that the boarding house accommodation is fit for purpose, is well looked after by the boarders, and is well managed by staff so that it creates a homely and stimulating environment which is routinely updated

Staffing and Planning

Plan and run inductions for all new boarding pupils, irrespective of when they may arrive throughout the course of the academic year.

Chair weekly boarding team meetings.

Ensure all staff training is up to date and suitable CPD is planned for all staff. Develop boarding knowledge champions within the team and identify a go to person for staff.

Timely organisation of a full and varied set of evening and weekend activities, including the planning of trips; liaising with boarding staff, supporting teaching staff and line manager.

Organise the regular and traditional events throughout the year and other ad hoc events and outings.

Liaise with the Finance department to set annual budget for boarding and to monitor uptake of all charged activities.

Organise all beginning of term, mid term and end of term travel for boarders, ensuring appropriate arrival and departure dates and that the arrangements are safe, satisfactory and communicated to the relevant parent, guardian or carer.

Arrange suitable cover for staff absences to maintain staffing levels that meet the minimum requirements through a flexible structure that works as a team.

Liaise with Admissions and parents to take bookings for flexi boarding.

Pupil Welfare and Safeguarding

Ensure the safety and security, including emotional health, of all boarders whenever they are within the care of the boarding house.

Act in Loco Parentis for all pupils within the care of the boarding house.

Ensure that the individual circumstances, needs, strengths, weaknesses and health issues of each pupil are identified and share with other staff as needed.

Make boarders aware of the school's Independent Listener and ensure other relevant helpline numbers are clearly displayed.

Oversee the administration of medication and remedies and record their use, ensuring all medications are fully stocked and in date in liaison with the School Nurse.

Make appropriate referrals to the Senior Designated Person for Safeguarding.

Be aware of all aspects of Safeguarding and attend relevant training. Promote this good practice in both Boarding Houses and validate learning through staff meetings and regular checks.

| Person Specification | |
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| Educational Attainment and Qualifications | |
| Educated to A level BSA Advanced Certificate in Boarding Practice DSL qualification Food handling level 2 First aid qualification – adult | |
| Experience, Knowledge and Skills | |
| Essential | Desirable |
| Sound understanding of Boarding National Minimum Standards Knowledge of good safeguarding practices and protocol Experience of pastoral care of children in an educational environment Experience of working with children in a residential setting A knowledge of health and safety and food handling Commitment to a Boarding Education in schools in the widest and most holistic sense Stamina, good sense of humour, resilient and a sense of loyalty to the school Flexible and responsible approach to work. An awareness of other cultures. IT skills Ability to manage change Ability to delegate well and enable others to succeed | Working with children where English is not their first language. Knowledge of adolescent mental health Experience of UK and overseas recruitment events. |

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.