

Job Description	
Job title	ASSISTANT HEAD OF BOARDING/SENIOR HOUSEPARENT
Hours of work	In accordance with the respective contract
Safer recruiting	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
Main purpose of the job	<ul style="list-style-type: none"> • To provide all boarders with the best possible boarding experience by providing a home-from-home challenging yet supportive environment. • To ensure the safety of all boarders through appropriate discipline, emotional support, physical and pastoral well-being and moral guidance, sharing the school's ethos at all times. • To efficiently utilise the resources of the boarding provision. • To support the Headmaster in their responsibility with regard to the Health and Safety standards and requirements within the house and for external activities undertaken by the boarders. • To be an effective member of the boarding house team. • To support the main school in its delivery of extra-curricular activities. <p>The Assistant Head of Boarding will be responsible for the pastoral care and welfare of up to 39 boarders usually aged between 8 and 16 years in our two designated Boarding Houses.</p> <p>As this role has boarding responsibilities attached, it comes with furnished accommodation that is available for use all year round.</p>
Reporting to	Headmaster
Main responsibilities and duties	<p><u>Welfare, Care and Student Development</u></p> <ul style="list-style-type: none"> • To establish excellent, professional pupil relationships based on trust and respect, being aware of the individual and their circumstances, needs, strengths and weaknesses of each pupil thereby allowing the individual the opportunities to develop their talents and skills to their optimal point. • To be aware of and apply the School's rules with regard to the National Minimum Boarding Standards (NMBS) for Boarding Schools, assisting the Head of Boarding in the annual audit of the policies and boarding handbook and their implementation. • To be fully aware of the School's policies and procedures, and the behaviours expected.

- To fully support the School's disciplinary policy and to implement a clearly understood fair system of sanctions within Boarding in line with the School's code of conduct. To inform the School's designated safeguarding lead of any concerns regarding child protection or of safeguarding or anything that requires further action from the Headmaster or Deputy Head.
- To listen to pupils, providing them the opportunity to meet regularly to discuss any concerns.
- To develop within the pupils a collective sense of responsibility and sensitivity of the needs of others, encouraging support and help for each other as appropriate.
- To ensure the physical and emotional safety and security of all pupils in Boarding at all times they are within the School's care.
- To keep relevant and suitable records of pupils' welfare, emotional problems, achievements and misconduct especially pertaining to trips and visits, permission to stay with friends and guardians always in line with data protection requirements.
- To develop excellent links with Form tutors, the Deputy Head and other relevant School staff to ensure necessary information is communicated safely and confidentially.
- To liaise with parents and guardians, building effective professional relationships of trust.
- To arrange, transport and support pupils requiring health appointments at the doctors, dentists, opticians or hospital as required.

Management and Organisation of Staff and Resources

- Ensure the minimum standards required by the NMBS and the Independent Schools Inspectorate (ISI) are fully implemented at all times and any issues are brought to the attention of the Headmaster and if appropriate, relevant members of the Senior Leadership team (SLT).
- To take an active part in the weekly rota for the boarding team, providing sufficient cover at all times.
- Partake in formal team meetings to ensure there are strong communication links with all House staff and that vital information about pupils' welfare is always passed on to the appropriate people.

Duties and Tasks

- To assist the Headmaster in the development of the boarding strategy and to promote boarding. This may include attending Open Days and Boarding Fairs and by being available to prospective parents wishing to view the boarding provision.
- To develop a full and varied programme of extracurricular activities for boarders during the evenings and weekends.
- To develop a programme of popular trips.
- To be resident in the House accommodation provided by the School during term time and to be available to support the coordination at the beginning and ends of term. To recognise that the Houseparent may be 'on call' for advice and necessary

action at all times, even when officially 'off duty' if a colleague calls for assistant in an emergency. This may include caring for sick pupils during the School day.

- To ensure pupils are able to take part in local activities by transporting them if required.
- To be resident in the Boarding House two days before the start of each term and at least one day after the end of each term.
- To attend internal and external School meetings and functions as are appropriate to the role.
- To be able to drive the School minibus for boarding activities. (The School currently has a 17 seat minibus.)
- To perform any other key tasks which the Headmaster may reasonably request.
- To maintain all administration files detailing procedures and routines to a high standard.
- To maintain individual pupil files as appropriate.
- To act responsible in the security of the Boarding Houses and when using outside of School hours, the School facilities used by Boarders.
- To encourage all boarders to take a healthy breakfast before leaving for School.
- To ensure pupils receive any relevant medical intervention correctly and that it is recorded.
- To be able to cook and serve simple meals for the Boarders at the weekend.
- To take a full and active part in daily school life including the development of extra-curricular activities (ECA) in support of the ECA leader.
- To undertake training and development as reasonably required by the SLT.

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Person Specification

The successful candidate will be able to:

- Have previous experience in a boarding role
- Display a real interest in pastoral care and be prepared to undertake relevant CPD
- Evidence a commitment to boarding school life
- Demonstrate excellent organisational skills
- Show a responsible attitude to work
- Provide evidence of the desire to implement excellence within boarding
- Show stamina and determination
- Work to deadlines
- Show they have excellent communication and interpersonal skills with a talent for building effective professional relationships
- Display empathy and enthusiasm
- Evidence IT skills
- Prioritise workloads and manage their time effectively remaining calm under pressure
- Provide additional skills and experiences to the School
- Be able to drive (or be prepared to train to drive) a 17 seater minibus
- Be prepared to obtain or already hold a First Aid certificate
- Be able to prepare and serve simple meals at the weekend

When Open Days or other School activities are on Saturdays, weekly boarders may stay at school on the Friday night if they wish to do so: supper on Friday evening and breakfast and lunch on Saturdays must then be provided. Weekend cooking in generally is the responsibility of the House Staff. Weekday evening meals are prepared on site by a cook, but may need final touches put to them.

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