



Prep Boarding Tutor

Cheltenham College

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (pupils from 13 – 18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 660 pupils, and with the purchase of a new house, is aiming to become 720 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are approximately 400 pupils.

Overall Purpose of this Post

Boarding Tutors are directly responsible to the Houseparents for any duties undertaken in the Boarding House. Their main roles are to be an appropriate adult presence in the House and to be a support to the Houseparents. The nature of the position requires empathy between the Boarding Tutor and other Boarding Staff, as well as a willingness and flexibility for both parties to work together to ensure the smooth running of the House.

Reporting to: Head of Boarding

Main Duties

- To undertake evening activities, prep and dormitory duties as per the rotas drawn up by the Houseparents
- To provide cover in the event of the Houseparents being out of the House or away from school.
- To assist with official House Events, Activities and Entertaining (Boarders' Christmas Dinner, End of Term Packing, Boarders Summer BBQ etc.)
- To lead a Termly Sunday Activity organised by the Houseparents
- To carry out reasonable administrative duties that the Houseparents may ask Boarding Tutors to perform
- To uphold and enforce expectations and guidelines as set out in the Boarding Handbook
- To have input into the pastoral care of boarding pupils and contribute to a weekly Boarding Tutor Meeting
- Duties may differ depending on residential status (see below)

Boarding Tutors (Non-resident with ERA)

- One Dorm Duty
- One Sunday Afternoon Activity (once a term)
- Prep Rota (once every two weeks)

Boarding Tutors (Resident without kitchen – no ERA)

- One Dorm Duty
- One Sunday Afternoon Activity (once a term)
- Prep Rota (once every two weeks)

Boarding Tutor (Resident with kitchen)

- One Dorm Duty
- One evening activity
- One Sunday Afternoon Activity (once a term)
- Prep Rota (once every two weeks)

Boarding Tutor (Senior Management)

- One Evening Activity

Terms and Conditions

Depending on circumstance Boarding Tutors' may be entitled to Accommodation or an Extra Responsibility Allowance. The post may be relinquished only at the end of an academic year and with at least one term's notice.

Reviewed: June 2021