



Head of Boarding & Boarding Houseparent

The Appointment

The appointee is directly responsible to the Head via the Deputy Head (Pastoral) for the general well-being of the pupils in their House whilst they are in school as well as the efficient organisation and administration of the House. This is achieved by:

Supporting the vision, ethos and policies of The Prep and promoting high levels of achievement in all areas of school life

- Ensuring excellent levels of communication with parents
- Taking whole school responsibility in oversight of all evening and weekend activities
- Managing boarding house recruitment and administration (including flexi-boarding)
- Managing boarding facilities and staff management (Matrons and Boarding Staff Team)
- Ensuring complete regulatory compliance

He or she is part of the Senior Management Team and will liaise closely with the Senior Leadership Team, Deputy Head (Pastoral), Head of Wellbeing and College Health and Safety Officer.

The College

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School [13-18], founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of about 660 pupils, including a Sixth Form of approximately 270 pupils. The Prep School [3-13] is largely a day school of some 400 pupils. Both schools are fully co-educational. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have fine academic records and a considerable reputation for sport, drama and music.

Expectations

The role of the Head of Boarding is wide and varied and any job description will not be able to detail all eventualities.

Pupils, Parents, Staff and Marketing

- Get to know individual pupils and their parents and be available to both at any reasonable time.
- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Maintain a structured, well-disciplined and supportive environment where both pupils and staff feel valued and secure.

- Be aware the academic progress of pupils through close liaison with Class Tutors and Heads of Section.
- Maintain pupil records and provide reports and references as required.
- To liaise with the Health Centre and Matrons to ensure that pupils' needs are properly catered for; to encourage pupils to adopt a healthy lifestyle.
- Promote and maintain the highest standards of behaviour and ensure that pupils adhere to Prep School uniform regulations.
- To develop in the pupils a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- To be aware of the academic strengths and weaknesses of boarders; to liaise with Class Tutors and Heads of Section to ensure that relevant background circumstances of pupils are known and discussed
- To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to liaise with the housemasters/mistresses of the pupils' siblings, if appropriate; to inform the DSL if any referral to outside agencies is required; to fulfil the requirements of the school's policy on child protection and safeguarding.
- To use every opportunity to cultivate contact and communicate with parents, to ensure that they are fully informed about their child's welfare in the House; to ensure that family incidents and problems are brought to the attention of those who need to know.
- To support the school's disciplinary policy by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the house and school.
- To ensure that boarding staff, parents and pupils understand the aims and objectives of boarding in the house, and the principles on which community life in the house is based.
- To ensure complete compliance with College policies, the National Minimum Standards for Boarding, Children Act (1989), any other relevant regulatory guidance and provide the highest levels of welfare and pastoral care in the house and actively assist the Deputy Head (Pastoral) with all preparations for inspection with regard to boarding.
- To liaise with the Matron(s) to ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect; to ensure that pupils maintain a high level of personal hygiene.
- To supervise the cleanliness and tidiness of boarder and private accommodation provided by the School.
- To ensure that a full and varied programme of activities is available, and pupils are appropriately occupied especially during the evenings and at weekends.
- In conjunction with Registrar, arrange and lead tours for, and maintain contact with, prospective parents and their children as required.
- To continue to develop the profile of boarding at The Prep, particularly with regard to converting current day pupils to weekly boarders by the provision of a caring, stimulating and enjoyable experience for all pupils.
- Be available to attend open events and schools' exhibitions as required.

Organisation and Administration

- Maintain and publicise appropriate House routines, with particular attention to meal times and signing in and out.
- To plan, implement and review structures of staff supervision; to ensure the safety and security (including mental health) of all pupils at all times when they are in the school's charge (including meal times and weekends); to ensure that adequate arrangements for 'back up' cover are made.
- Deploy, train, develop teaching House staff, Matrons and Gap Students to make the most effective use of their skills, expertise and experience and to ensure that all House staff have a clear statement of their roles and responsibilities, monitor their contribution and insist on the highest of standards from them at all times and to provide for a periodic review of their performance.
- In conjunction with the School Administrative Team, to manage boarders' travel arrangements.

- To be responsible for the expenditure of the Boarding House fund and to ensure that proper accounts are kept, for use by the Finance Bursar. This will include the compilation of accurate house accounts (charges) to be passed on to parents at the end of each term.
- To liaise with the Estates Bursar to effect repairs maintenance and equipment replacement and advise him of damage and repairs and maintenance requirements to house fabric and equipment.
- To carry out fire practices involving the boarders on a termly basis and liaise with the Health and Safety Officer to ensure the highest standards in fire safety are maintained at all times.
- To report all potential hazards to boarders and staff to Estates and the Health and Safety Officer and to help in the compilation of boarding house risk assessment documents.
- Keep the Deputy Head (Pastoral) informed about any confidential or sensitive matters where appropriate.
- Keep a written record of all significant conversations, phone calls, incidents etc. and share them with relevant parties and recording them on the database where appropriate.
- Ensure all necessary records (including the House Development Plan) are kept up to date and available for inspection when required.
- To ensure that all members of the boarding staff team (including the matrons, and other non-teaching personnel in the house, as well as senior pupils as appropriate) are familiar with the school's policies and procedures for child protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.
- To take part in such performance management or development review arrangements made by the school.
- Ensure the House handbooks are updated and available to staff and pupils.
- Be available prior to and at the ends of terms, at the Head's discretion, to facilitate the smooth running of the House.
- To perform any other key tasks which the Head may reasonably assign.

Expectations Beyond the Boarding House

Members of Common Room are expected to teach their subject[s] and to make substantial contributions to the extra-curricular programme.

Although hours of work are not specified precisely, the working day begins with a registration period at 8.20am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. Saturdays begin at 8.20am and all members of Common Room are expected to be in school whether or not they are teaching. There are school and/or House-based activities at weekends in which they are also expected to play a part. Outside of the formal term times they are expected to be in school for school or departmental INSET and to be available to fulfill any reasonable duties.

Terms and Conditions:

- The College has its own Salary Scale.
- Service with the College is pensionable in accordance with the Teachers' Pension Scheme.
- The position carries a reduction in teaching load in line with the demands of running the Boarding House.
- Members of staff may use the College sports' facilities (at staff allocated times).
- Pension scheme available after satisfactory completion of probationary period.
- Subsidised Health Scheme Membership (Benenden)
- Discounts and offers for College staff at local businesses and retailers

August 2022

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