



**ST JOSEPH'S
COLLEGE**

APPLICATION FOR THE POST OF

HEAD OF BOARDING

JOB DESCRIPTION

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the wellbeing of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services

Job Title: Head of Boarding

Responsible to: The Principal

General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority
- Contribute to the day-to-day running of the school and follow its policies and procedures
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College
- Organise, prepare for all lessons and share good practice with colleagues wherever possible
- Take an active role in ensuring the realisation of the College Development Plan
- Treat each student and each other as an individual with courtesy and respect
- Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area
- Have due regard for Health & Safety
- Undertake any other duty deemed reasonable by the Principal

Overall Objectives:

Boarding is a vital part of St Joseph's College and this role has a pivotal management role to play within the School. The Governors and the Principal are fully committed to the expansion of boarding in the school and to make sure that the boarding community is integrated seamlessly with the rest of the school..

The postholder will have overall pastoral and academic responsibility for the well-being of all boarding students in their care. Integral to this role will also be the positive promotion and advocacy of Boarding both internally and externally.

Relationships:

The postholder will report directly to the Principal and liaise closely with the following College staff:

- Boarding Student Academic Coordinator
- College Nurse
- Facilities Manager
- International Liaison Manager & Officer
- Head of Sixth Form
- Admissions Manager
- Thomas Franks Executive Chef Manager
- Vice Principal Pastoral & Heads of Year
- Director of Business Development & Operations

Purpose of this post:

- To provide positive and effective leadership of boarding
- To lead and line manage all operational aspects of both boarding houses
- To ensure Boarding is at least compliant and exceeds the DfE National Minimum Standards for Boarding
- To ensure that boarding life enhances the academic achievements of students
- To ensure that the boarding work of all staff is in line with the ethos of the school and that it promotes high quality care and safeguards boarders at all times, including their travel to and from the College

To ensure that the College's boarding provision is of a quality which ensures the effective retention of students

Main responsibilities:

Leadership and Management

- To lead and manage all operational aspects of both boarding houses
- To lead weekly boarding staff meetings
- To be resident on the boarding site during term time, student induction week in August, February and May half-terms for Boarding Plus and to enable the opening and closing of the boarding houses
- To manage effective induction processes for new students
- To oversee the arrivals and departure processes at the start and end of each term
- To manage the duty rota for boarding staff
- To work with the Principal to develop further the quality of boarding life at St Joseph's as part of the College's ongoing strategic plan
- To oversee budgets for the Boarding House and weekend activities, checking invoices and expenses and undertaking appropriate financial record keeping
- To work closely with Admissions staff to monitor occupancy of rooms and report on Boarding capacity to inform recruitment strategies;
- To work to develop boarding life at St Joseph's nationally and internationally to enhance the school's boarding reputation
- To undertake Level 3 safeguarding training as Designated Safeguarding Lead across the boarding setting
- To ensure compliance against UKVI standards for international students including but not limited to the monitoring of students' whereabouts
- To have regular meetings with the College Nurse to ensure compliance with the use of prescription and non-prescription medication
- To lead all Boarding Houseparents and Matrons in providing appropriate inspiration, challenge and support, tackling underperformance when necessary
- To be responsible for the management, training and development of residential and non-residential staff,
- To ensure that all staff have a clear understanding of their Job Descriptions, roles and responsibilities to provide the highest quality of care for students
- To ensure Houseparents and the Matrosn are subject to a robust and supportive performance management programme
- To lead on and work with other staff in delivering an enriched programme of activities that all boarding students can access

- To ensure that all boarding students make good social and academic progress. Liaising with various teams and personnel - SLT, the pastoral team, teachers, tutors, parents and others as appropriate
- To annually review all boarding documentation that is sent home to new boarders, making the appropriate changes for the new academic year
- To produce a report to Governors in line with the schedule for Board of Governors' meetings

Operations and Facilities

- To work closely with the Facilities Team to ensure that Boarding provision is well maintained and that maintenance requests are reported and responded to in a timely manner;
- To take responsibility for the central record of Boarding complaints and concerns and hold appropriate records regarding resulting actions and resolutions. Ensure that the Principal and Deputy Principal are fully informed about all complaints;
- To work closely with the maintenance and IT teams to refer and escalate any issues pertaining to Boarding;
- To plan for and oversee the replacement of furniture and other fixtures and fittings in the Boarding house, in collaboration with House Parents;
- To hold a full set of Boarding House keys and manage access to safe deposits and secure storage pertaining to Boarding;
- To monitor and report on the provision of cleaning and laundry services within the Boarding House;
- To liaise with transport providers regarding transportation offsite and departure and arrival transportation;
- To conduct risk assessments of Boarding activities and areas in collaboration with House Parents, reviewing all risk assessments pertaining to Boarding and Boarding areas in a timely manner;
- To conduct health and safety audits of Boarding facilities in line with ISI, UKVI and NAE Health and Safety requirements.

Student Behaviour, Welfare and Leadership

- To act as the primary point of contact for disciplinary incidents in Boarding and report as appropriate to the Principal;
- To oversee the implementation of the student Code of Conduct in Boarding and work closely with the wider Pastoral Team to ensure high standards of conduct and behaviour among all Boarding students;
- To ensure compliance with College rules, reviewing those rules and their implementation and tracking rewards and conduct systems within the boarding houses;
- To liaise closely with the College Nurse about the health and wellbeing of Boarding students, implementing strategies around healthcare, sleep and hygiene matters as appropriate;
- To develop student leadership opportunities and processes within Boarding;
- To ensure the implementation and effectiveness of student voice within the Boarding House

Communication

- To ensure regular positive and timely communication between parents and the Boarding Team, as well as enabling escalation of behavioural or pastoral matters as appropriate;
- To review and update documentation regarding Boarding including the Boarding Staff and Student Handbooks; guides for parents and students and policies pertaining to Boarding;
- To conduct webinars and seminars for parents, guardians and students including as part of the admissions and induction process;
- To contribute to the delivery of staff induction and INSET;
- To aid the work of the marketing and admissions team in conducting tours, contributing to admissions events such as open days, participating in the production of marketing materials and hosting visitors;

Person Specification

| Attributes | Essential | Desirable |
|--|---|---|
| Qualifications and professional or vocation training | Educated to A-level or Degree Standard A good standard of literacy, numeracy and ICT Food Hygiene and Safety certificate Induction to Boarding course attended/completed First aid trained Fire marshalling trained Safeguarding trained Full driving license | Boarding Management qualification Minibus assessment EAL experience |
| Experience | Strong and demonstrable pastoral and academic experience of working in a school Experience of leading academic and pastoral teams | A minimum of one year working in post of responsibility in a boarding environment Knowledge of Boarding in other schools |
| Personal attributes, skills and values | Lead strongly and by example Promote and develop a positive ethos at all times, in accord with the College's core values Strong interpersonal skills A good sense of humour and an ability to keep a sound perspective and sense of proportion at all times Flexible and able to respond to the unexpected Ability to communicate verbally and in writing at all levels Ability to prioritise and organise own workload Excellent time manager Willingness to learn, develop and adapt Confident and reliable Highly motivated with a drive to manage continuous improvement A strong team player, willing to roll up their sleeves Ability to command respect from students Ability to set high standards of behaviour Passionate about Boarding, community life and ensuring a quality Boarding experience for students, agents and parents | Commitment and enthusiasm for environmental issues |

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| | <p>Ability to build excellent relationships with Boarders, Agents and Parents, based on mutual respect and trust</p> <p>Keen attention to detail</p> <p>Discrete, tactful and diplomatic</p> <p>A friendly approachable disposition</p> <p>Flexible; prepared to respond to requests at short notice</p> <p>Outgoing but calm persona</p> <p>Smart and well presented as required</p> <p>Ability to work under pressure whilst remaining calm</p> <p>Ability to work to deadlines</p> <p>Fully committed even beyond rota hours, if required</p> | |
| Other Requirements | <p>Enhanced DBS Disclosure is required</p> <p>Ability to understand and demonstrate a commitment to equality and diversity</p> | |

St Joseph's College Vision and Values

Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart,** and **spirit** to be met, so that each one:

❖ Aspires to, and achieves, their academic and personal best

❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future

❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities

❖ Develops faith, self-confidence and self-esteem

❖ Acts with integrity, showing respect for themselves and all others