

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

<b>Post Title:</b>	Director of Boarding
<b>Scale:</b>	UPS / MPR + TLR1 (£8,585 for 17-18)
<b>Responsible to:</b>	Deputy Head (Boarding & Pastoral)
<b>Start date:</b>	September 2018

### The Role

To support the Deputy Head (Boarding & Pastoral) in providing leadership to ensure that the boarding experience is as good as it can be. They will support the holistic nature of a boarding education and help to ensure that the environment is one which is caring, safe and responsive to boarder's needs and welfare.

The Director of Boarding post is a full-time role, having a timetable load of 15 periods per week. Full-time teachers with no positions of responsibility teach 29 periods per week.

There is an expectation that the post holder will be present on campus outside of the school timetabled day, to support the boarding life of the school and to discharge their role effectively. In exchange for this the post holder will either be given rent-free accommodation on site, or paid an additional off-site allowance.

### Key Responsibilities

#### Boarding:

- To work alongside the Deputy Head (Boarding & Pastoral) to line manage the Heads of House
- To be aware of the National Minimum Standards for Boarding Schools (NMS) and other statutory requirements and to take the lead in ensuring that these continue to be met across all boarding houses; to ensure all relevant policies and literature as required by the NMS are maintained
- To have secure and up to date knowledge of the inspection requirements for boarding and to take the lead in ensuring that all boarding houses maintain a level of 'inspection readiness' at all times; and to make recommendations to the Deputy Head (Boarding and Pastoral) for changes to meet best practice
- To support the Deputy Head (Boarding and Pastoral) on the production of the Boarding SEF and the planning and delivery of the Boarding Development Plan
- Assisting the Deputy Head (Boarding and Pastoral) in completing house audits, and by conducting weekly house visits, boarding walks and in other ways monitoring the quality of boarding across the school; providing support and intervention where necessary
- To work with the Heads of House to ensure consistency across all boarding houses in the application of the behaviour management policy (including

interventions, rewards and sanctions) to ensure the pastoral well-being of all boarding students

- To work with the Heads of House to ensure high levels of personal hygiene and tidiness are maintained and are consistent across all houses, developing age appropriate strategies where necessary.
- To work with the Heads of House 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
- To have oversight of and responsibility for all internal exclusions within boarding and the operation of the boarding report card system
- To work alongside the Head of Middle School (KS3), Head of Upper School (KS4) and Head of Sixth Form and other relevant staff to ensure effective systems of communication are developed between boarding and school that support the personal and academic development of all students
- To work alongside the Deputy Head (Boarding and Pastoral) and Deputy Head (Co-Curriculum & Community) to ensure effective systems are in place in all houses to monitor boarders and flexi-boarders after the end of the school day to ensure the safety of all students
- To assist the Deputy Head (Boarding and Pastoral) in the development of effective communication home by all houses through a variety of mediums (e.g. house newsletter, social media) to ensure positive relationships with parents and boarding are maintained
- To take part in the after-school-hours Campus Duty rota with other senior staff to support boarding and a positive environment in the campus outside of the school. Alongside the Deputy Head (Boarding and Pastoral) to review the Campus Duty logs to follow up on matters, as necessary
- To assist in the marketing of the School and its boarding, representing the School in recruitment fairs, visiting feeder schools, etc.
- To support the Admissions Department by conducting suitability for boarding interviews for prospective boarders
- To work with the Deputy Head (Boarding and Pastoral) and other colleagues in the recruitment of staff for boarding positions, in particular to take responsibility for the recruitment processes for non-teaching boarding tutors.
- To run the induction programme for all new boarding staff to ensure a successful transition into post
- To work with the Deputy Head (Boarding and Pastoral) to ensure that boarding staff are being supported by CPD and training to develop them in role, encouraging the use of BSA courses and involvement by the School in the diploma programme, to enhance the professionalism of the team.
- To chair the Deputy Heads of House and Non-Teaching Tutor meetings and the Matron meetings
- To support the Deputy Head (Boarding and Pastoral) in ensuring that the Boarding Handbook is kept up to date and amendments communicated to all boarding staff
- To work with the Deputy Head (Boarding and Pastoral) to develop greater links with other BSA schools, and in particular State Boarding Schools for mutual benefit.

- To work with the Deputy Head (Co-Curriculum and Community) to ensure that the Co-Curriculum and Boarding Trips programme is in part designed to enrich the school life of the boarders, and develop their life skills, and to ensure that the boarders are making best use of the programme.

### Teaching and Learning

- To be a role model for teaching and learning within the school
- To be an outstanding classroom practitioner and plan and teach engaging and challenging lessons
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
- Use regular, measurable and significant assessments of teaching
- Closely monitor progress and attainment of pupils and use this to effectively inform teaching
- Provide quality feedback that supports students' progress and learning outcomes
- To set high expectations for pupil behaviour and establish a safe environment that supports learning and where pupils feel secure and confident
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required

### Other

- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school as directed by the Head
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

### Person Specification: Director of Boarding

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Recognised Teaching Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of BSA boarding training, or equivalent.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of leadership experience of a boarding house</li> <li>• Evidence of implementing strategies which positively impacted on the boarding experience of the pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one school</li> <li>• Experience of working in a multi-cultural environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with understanding of high quality teaching and learning</li> <li>• Experience of line managing other staff effectively</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Sound understanding of Boarding National Minimum Standards</li> <li>• Knowledge of good safeguarding practices and protocol</li> </ul>	
Leadership and management	<ul style="list-style-type: none"> <li>• Ability to contribute to strategic planning for whole school development</li> <li>• Ability to establish excellent working relationships within a team and for that team with the whole school community</li> <li>• High expectations of self and others</li> <li>• Ability to manage change</li> <li>• Ability to delegate well and enable others to succeed</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Hardworking</li> <li>• Enthusiastic</li> <li>• High level of organisational skills</li> <li>• Commitment to a Boarding Education in schools in the widest and most holistic sense</li> <li>• A strong team player</li> <li>• Good sense of humour</li> <li>• Commitment to the principles of the Foundation of the school</li> </ul>	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.