

## Job description and person specification

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

### Job description

<b>Job Title:</b>	<b>Boarding House Manager</b>
<b>Reporting to:</b>	Housemaster/Mistress
<b>Main purpose of the role</b>	
<p>To be an advocate for Boarding and to support the Assistant Head: Boarding and the Boarding Hms in maintaining a positive atmosphere in the Houses. To assist with, and contribute to, the supervision and care of full, weekly and day boarders, with responsibility for the health, dress and general well-being of those in the House. To be an empathetic and proactive person who forms a strong presence in the house during the day. To be the point of contact for the House staff and students. As well as assisting with and contributing to the supervision and care of the boarders, also responsible for working with a team of staff to carry out a wide range of domestic tasks and to ensure that the house is cleaned and maintained in a timely manner to a high standard. In accordance with School policies and procedures; they provide appropriate administrative support to ensure the smooth running of the House, administer medication to students in twice daily surgeries, supervise boarders during the day during breaks and ensure that unwell boarders are accompanied to the Health and Wellbeing Centre or the local hospital as appropriate.</p>	

To work with the BHm to ensure that the House reaches and exceeds the strategic aims for pastoral care and boarding at Bede's Senior School. Working with the BHm to:

- Support the vision, holistic ethos and policies of the School by promoting the highest levels of achievement in all areas of school life including safeguarding students as a paramount objective.
- To have a holistic view of each student's welfare and progress throughout their journey through the School. Equally this entails ensuring the School is appropriately informed about parents' circumstances.
- Work with the House Team to create and maintain a happy, safe, homely environment which is conducive to the students feeling at ease and being able to live and work happily in the house.
- Work with the House Team to foster an environment where students can talk honestly about their feelings, fears, and aspirations thus helping them develop a respect for themselves and for others in line with the School's vision and values.

#### House Management Responsibilities

- Maintain good communication with parents and staff
- To be responsible to the BHm by supporting with the smooth running of the house, particularly during the school day, and to keep them fully informed on all significant matters
- To assist the BHm throughout the school term in the day to day management of the House.
- Take a full part in the day supervision of the House, during the morning, break time and lunchtime and afterschool.
- Facilitate a fortnightly Boarding House Council
- Work closely with the Estates and Grounds teams to undertake full domestic and maintenance checks.

#### General House Administration

- Ensure a high standard of cleanliness and presentation of the Boarding House is maintained and the protocols on house presentation are observed.
- To be familiar with contents of the House Management Handbook and understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based
- To act as the coordinator of information coming into the House – in particular to check regularly the House email, mobile and voicemail and to pass on messages as required to the BHM and other members of the House team or other appropriate staff.
- To be responsible for the ordering, receiving and storing of food supplies from Holroyd Howe and assist with provision of snacks for day and boarding students at morning break and supper for boarding students

#### End of term routines:

To be responsible, with the Housemaster and other staff in the House Team, for supervising the students end of term packing and ensuring that storage arrangements for students' belongings have been completed as necessary

At the end of each term to assist with the clearing up of the House in preparation for the holiday (liaising with the Cleaning Manager to organise the cleaning of the house); to check on all furniture, fixtures and fittings, furnishings and decoration and prepare a list of defects for submission to the BHM, Estates Manager and Assistant Head Boarding.

To provide assistance to the Bursar, the Director of Sport and the Director of Summer School, with regards to lettings and the use of the House by third parties, during the holidays, ensuring that the House is cleared at the end of each term ready for use by any external lets.

At the end of each holiday, to ensure that agreed maintenance has been completed and that the House is ready for return of students, communicating with the BHM appropriately

Review linen used in the Boarding House at the end of each term

To support with any other administrative tasks that the Bhm delegates

#### Regulations, Safeguarding and Compliance

- Under the direction of the BHM, work to ensure the National Minimum Boarding Standards and other compliance and regulatory matters are met within the House
- To understand the implications of the National Minimum Boarding Standards and ISI inspection framework for welfare and pastoral care in the House
- Uphold the highest standards of behaviour and conduct as detailed in the Staff Code of Conduct
- To take part in whole school INSET and other appropriate training as required – particularly pertaining to safeguarding.
- To support the School's Behaviour policy and foster an acceptance of the code of conduct of the House and school; to inform the BHM in any case of bullying, substance misuse or sexual conduct and maintain records of such events in Myconcern or isams as appropriate.
- To attend House Boarding Staff Meetings as required by the BHM and a regular House Managers' meeting (at least fortnightly with the Assistant Head Boarding or Director of Nursing and any other meeting as required by the BHM).

#### Health, Safety and Medical

- To be responsible for the general health and well-being of those in the House, holding daily 'surgeries' at appropriate times and to administer any medication in accordance with the school's medical protocol in liaison with the Health & Wellbeing Centre nurses oversight.
- To respond appropriately to medical emergencies
- To escort students to medical, dental or other appointments as necessary and be available to take students to hospital in an emergency

- To attend to any sick students in bed in the House and inform the BHM or Deputy BHM and the School Office of their absence
- Working with the House team to be aware of and support students with mental health issues
- To ensure that appropriate student records are kept up to date and that they are stored securely in accordance with the GDPR and the School's procedure on confidentiality to be found in the Staff and House Management Handbook; to liaise with School medical staff and School Counsellors as appropriate, in order to share any health or medical concerns
- In liaison with the BHM and Health and Safety Officer, assist with fire practices in accordance with the School's policies and assist with the maintenance of a record of fire practices.
- Ensure the safety of students and house staff by maintaining accurate records, dealing appropriately with hazards and reporting any concerns promptly.

## Pastoral Responsibilities

- To help implement current pastoral care programmes where needed
- To be responsible (with the BHM) for the care, supervision, cleanliness and presentation of students who are members of the House, coordinating and liaising with other boarding staff as necessary
- Fostering and encouraging an "open door" approach to running and managing the house to reflect positive family values and relationships which is a "home from home"
- To ensure the students' safety and to promote all aspects of their pastoral, social, spiritual and behavioural wellbeing and always to have the best interests of the students at heart
- To ensure that the Designated Safeguarding Lead (DSL) and any other appropriate authorities are informed of concerns in a manner which affords the student dignity and privacy
- To act as a link between parents, students and teaching staff (to include the school medical team etc), and to be one of the parents' initial point of contact
- Ensure a positive welcoming relationship with Boarder families
- Verbal and written correspondence from Parents and Guardians is responded to in a professional and timely manner
- To use every opportunity to cultivate, contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.
- To maximise students' personal safety and security and the security of their possessions
- Helping students with personal administration – organisation of rooms/tidiness.
- Supervising sixth form students in the day
- To be readily accessible to students at all reasonable times
- To consider the cultural differences of boarders at all times
- To contribute to the Induction Programme for new students joining the House, to ensure that any settling in problems are resolved.

## Administration and Record Keeping

- To manage and oversee the isams and Myconcern plus Google boarding software at a house level, ensuring that student records are accurate and details for leave are recorded appropriately in liaison with parents and students.
- To manage, update and keep records where appropriate under the delegated responsibility of the BHM.
- To manage end of term arrangement and travel details for all boarding students in the house, booking transport and transfers where required.
- To assist in the management of the signing in and out process, handover logs, exeat and leave requests etc
- To maintain house notice boards and the publication and updating of official notices
- Ensure accurate and up to date records are kept on all students in the house.

## Daily routines and supervision of students

- To understand the School Dress Code and clothing requirements of students, and to ensure that boarders have all the items they require; to be responsible for the good standard of clothing of boarding students, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing when necessary
- Monitoring communal areas of the House during the day
- Inform the BHM of student breaches of discipline or good conduct and maintain records of these.
- In association with the Cleaning / Housekeeping Manager to ensure that allocated domestic staff are tasked appropriately and working consistently
- Liaise with the Domestic Manager and Health & Wellbeing Centre to ensure adequate supplies of cleaning and domestic materials and medical equipment, and to make adequate provision for their safe storage
- To support the effective and thorough induction of new students
- Assisting with "soft furnishings" etc. – house décor, posters, picture frames etc

## Co-curricular Activities

- Help organise whole house outings and events to promote engagement in the house by all students, day and boarding.
- Assist with, and be a presence at, whole house events, such as Parents' Teas, Music for a Evenings, Christmas Concerts, Boarders Cabaret, Annual Open Morning etc.
- Wherever possible to support students performing in concerts, plays, matches etc

## Measures:

1. **Safeguarding** is at the centre of all operational management activities; staff are supported in their safeguarding responsibilities; prefects and senior students are coached and supported in their responsibility as role models; any concerns are promptly and clearly raised with the Bhm or DSL as appropriate. Child protection concerns are documented as per the Child Protection Policy and escalated in line with procedures.
2. **Welfare:** Pupils feeling comfortable, well-looked after, listened to, supported with evidence of positive feedback through pupil surveys.
3. **Health and Medical Arrangements:** Appropriate treatment, timely referrals, healthy pupils, children feeling cared for following Health Care Plans and Welfare Plans, communicating health concerns to appropriate staff.
4. **House Management, Communication and Record Keeping:** Administration of the Medicines audit; accurate compliance audit; clear understanding, effective professional relationships and evidence of teamwork.
5. **Policies and Procedures:** A safe environment in the House; pupils clear on important matters of health, safety, safeguarding, emergency procedures, behaviour, responsibilities and lines of communication, compliance with the NMS.
6. **Marketing:** Positive feedback from visitors; being a House of choice for prospective parents; smart appearance of the House and the pupils.
7. **House Management:** Well-maintained, smart-looking, homely, functional House. Pupils report that they find their House and bedroom comfortable and homely.
8. **Stores and Supplies:** Well equipped, orderly and safe House with accurate stock taking and accounts records.
9. **Uniform and Laundry:** Clean, tidy, smart, well equipped and presented pupils. In line with these expectations, to be suitably dressed for front facing members of staff and to lead by example in appearance and self-presentation.
10. **Professional Development:** Matrons aware of new developments in the school; of best practice in their areas; opportunities for professional development/routes to improvement. To partake in an annual review of their role.

**11. Other:** Matron's Performances review; performance of the House.

### **Key Dimensions Impacted by the Job:**

1. Number of boarders (per house): approximately 75 Boarders and 12 Day Boarders
2. Number with Medical Care Plans (per house): on average 4/5
3. Number with Welfare Plans (per house): on average 4/5
4. Number with High Level Needs: around 2

**Safeguarding:** To be aware of the needs of the children and act in accordance with the policies and procedures for child safeguarding (countering bullying, substance misuse, health and safety, e-safety, the promotion of PSHE, pupil supervision, medical, welfare and the School's behaviour policy); to support the BHM and other tutors to instil a culture within the House such that safeguarding is central to all operational planning and practices in order to provide a safe and fully compliant boarding environment.

### **Key Interfaces:**

1. All staff at the Senior School
2. All pupils (but notably boarders)
3. Parents and guardians and carers; prospective parents and guardians; and agents
4. Outside agencies (e.g. medical services, domestic services, travel companies).

### **Operating Environment and Context of the Role:**

Bede's Senior School houses around 325 full-time, multi-national boarders aged 13-18 years. The most challenging feature of this role is to identify and meet the needs of each and of all boarders, which may be complex, profound and compounded by learning difficulties, language difficulties, cultural difficulties and the intensity of boarding life. Each boarding House also has a number (around 10-15) Day Boarders who require care during the day time until 7:15pm.

The role represents a great opportunity, with the rest of the House team, to be influential in the delivery of exceptional medical and pastoral care by providing a caring environment, nurturing relationships and practical assistance to the children; and an outstanding professional service to their parents and guardians.

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## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
<b>Education and Qualifications</b>		
First Aid (both physical and Mental Health First Aid) – if not a holder of certificates in these areas, to be willing to acquire one at Bede's request	E	A, I
<b>Knowledge and Skills</b>		
Basic skills using Google Suite, Outlook, Word, Excel and School's MIS	E	I, E
Verbal communication skills to be able to deal with staff/pupils/parents politely whilst maintaining the need for confidentiality. To have a good sense of humour, adaptability and a sense of proportion.	E	I
Sound understanding of Safeguarding and Child Protection; Medical Protocols; Health and Safety; School's policies.	E	I
Written communication skills; to be able to handle a variety of correspondence in a professional and timely manner.	E	A, E
<b>Experience</b>		
Experience in working with children and adolescents. To have a genuine interest in the pupils, having a warm, approachable, empathetic and sympathetic personality and have a good rapport with pupils being firm but fair and tactful	D	A, I
<b>Personal competencies and qualities</b>		
Proactive, enthusiastic and motivated team player and leader	E	I, E
Flexible, practical, able to work in a team and take direction as well as showing a high standard of self –motivation, self-discipline and integrity, enthusiastic and positive in outlook. To have an ability to use your own initiative, be proactive in finding possible solutions to problems that may arise, relying on reason and persuasion.	E	I, E
To be practical, organised and to keep a cool head in emergencies.	E	I, E
<b>Other Requirements</b>		
Clean Driving Licence and access to a vehicle for all shifts worked	E	A

## **Additional Information:**

- Salary £15.00 per hour + holiday pay from September 2022
- This appointment is permanent
- All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.
- Bede's Senior School complies fully with the DfE Guidance '*Keeping Children Safe in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.