

## JOB DESCRIPTION

**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.**

<b>Job Title:</b>	<b>Boarding House Manager</b>
<b>Reports to:</b>	Boarding House Parent
<b>Faculty:</b>	N/A
<b>Relationships:</b>	
The post holder is accountable to the Boarding House Parent for the Prep School. All staff are ultimately responsible to the Head & CEO. The post holder may report to others for any other roles they hold within the Trust. The post holder will work alongside the wider pastoral team and support the team when necessary.	
<b>Purpose:</b>	
Our vision is for Bede's to be a place "where every child finds joy in their pursuit of brilliance". Outstanding pastoral care is fundamental to our ability to deliver this vision and achieve our mission of crafting a more joyful education for our pupils. The Boarding House Manager's role is to work with colleagues in a way that supports the school in: <ul style="list-style-type: none"><li>• Cultivating a vibrant learning environment, motivating pupils to pursue their individual best</li><li>• Providing a festival of opportunity, enabling pupils to discover new passions and develop new talents</li><li>• Building a kind-hearted community, inspiring pupils to enhance the lives of others.</li></ul>	
To be an advocate for Boarding and to support the Boarding House Parent in maintaining a positive atmosphere in the House. To assist with, and contribute to, the supervision and care of all 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. To be the point of contact for the staff and pupils. 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 and 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 boarders, supervise boarders and ensure that unwell boarders are accompanied to the Medical Centre or the local hospital as appropriate.	
<b>Note:</b>	
This job description outlines the main duties and responsibilities that the Boarding House Manager will complete in addition to any other other roles within the Trust. It should be read together with the job description issued to the postholder as part of those roles.	

### Main duties and responsibilities:

#### 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 Boarding House Parent to instill a culture within the House such

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that safeguarding is central to all operational planning and practices in order to provide a safe and fully compliant boarding environment.

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

- Promote the vision and aims of the school
- Make a positive contribution to the leadership and management of the boarding house, leading by example
- To oversee the upkeep of the House and ensure that it provides a vibrant living environment that promotes security and brings out the best in every pupil. [NMS 4]
- 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 pupils as a paramount objective.
- To have a holistic view of each pupil'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 pupils feeling at ease and being able to live and work happily in the house.
- Work with the House Team to foster an environment where pupils 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 Boarding House Parent 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 Boarding House Parent throughout the school term in the day to day management of the House.
- To contribute to fortnightly Boarding House meetings
- Work closely with the Estates and Grounds teams to undertake full domestic and maintenance checks.
- To promote positive pupil behaviour in the House at all times and ensure that pupils are not discriminated against, because of their cultural background, linguistic background, special educational need, or academic or sporting ability. [NMS 15, 16 and 17]
- To promote the health and wellbeing of all pupils in the House and ensure there is a supportive process of induction and guidance in place for every new pupil. [NMS 3 and 11]
- To ensure the provision for the safe preparation of food and drinks in the boarding house, to provide protection for boarders' personal possessions and ensure excellent opportunities are provided to make boarders' free time enjoyable, with access to a range and choice of safe recreational areas, both indoors and outdoors, and providing access to safe areas at school. [NMS 5, 6 and 18]
- To develop the unique culture and identity of the House, in a way which supports the wider values and mission of the School. [NMS 1 and 2]
- To build a kind-hearted community within the House, inspiring pupils to enhance the lives of others.
- To engender a sense of pride in the House and to cultivate a positive House spirit through participation by all in House competitions.

## 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 Boarding House Parent 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

## **Regulations and Compliance**

- Under the direction of the Boarding House Parent, 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 Boarding House Parent in any case of bullying, substance misuse or sexual conduct and maintain records of such events in Myconcern or iSams as appropriate.

## **Communication and Liaison**

- To maintain excellent communication with home and ensure that family members feel that they are extended members of the House community who receive outstanding levels of customer service [NMS 12]
- To actively encourage pupils in the House to contribute views, raise concerns and make complaints through the establishment of a House Council, and ensure that their views are given appropriate weight in decisions about the running of the House [NMS 13 and 21]
- To liaise with and support curriculum staff to ensure that pupil learning is effective and continuous, enabling pupils to achieve the best results of which they are capable.
- To represent the House at meetings and to contribute to the strategic development of the School's pastoral care provision.
- To contribute to other relevant whole school development initiatives.
- To encourage appropriate links across departments, with curricular and co-curricular departments, with the Senior and with other schools.
- To contribute to House consultation and communication, including the production and maintenance of the House Handbook, Staff Hub and MyBedes websites.
- To regularly contribute to the promotion and marketing of the House, within the school and beyond.

## **Professional Responsibilities**

- To keep abreast of updates in legislation associated with regulatory compliance (including KCSIE, NMS and ISS), taking particular note of updates in safeguarding and pastoral care. To be involved in the regular monitoring of the suitability of any arrangements made for the appointment of guardians for pupils in your House by liaising with the admissions team. [NMS 2, 8 and 22]

## **Additional duties and responsibilities specific to this role:**

- To ensure that the welfare of pupils within the House is safeguarded and promoted by complying with Health & Safety regulations including implementing relevant fire precautions and completing regular fire drills. Making certain that the House and its facilities provided therein are maintained to a standard such that the health, safety and welfare of pupils are ensured. [NMS 4, 9 and 10]
- To participate and promote the House and School at calendared school events
- To fulfil their quota of evening and weekend duties and ensure that the House has sufficient cover to operate safely and within the regulatory framework for Boarding Schools in England, ensuring that suitably trained staff are in a position to act in loco parentis.
- To live and sleep in the school accommodation provided on duty days
- To ensure standards in the house are maintained with reference to the standards set out in the Department for Education's "Boarding schools: national minimum standards." Elements of this Job Description which reference those Standards (last updated in September 2022) are indicated in square brackets.

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- To undertake such other reasonable duties from time to time as the School may reasonably require

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.

**Written by:**

Leigh-Anne Morris

Head of Prep School

January 2024