BRANKSOME HALL ASIA

Job Description: Boarding Don

2 positions available

Job title	Boarding Don
Reports to	Head of Boarding / House Parent
Location	[BHA campus / boarding house name]
Contract type	[Full-time / term-time residential — specify]
Salary	[Insert range] — residential accommodation and meals included while on duty
Start date	[Insert date]

Role Overview

The Boarding Don lives alongside and cares for a group of resident students, taking day-to-day responsibility for their welfare, safety, routine, and wellbeing outside of the academic day. The Don is a visible, consistent adult presence in the boarding house — supporting students through the ordinary rhythms of boarding life as well as being a first point of contact when something goes wrong. This is a residential, pastoral role that requires evening, overnight, and weekend duties as part of a rotation, and it carries significant responsibility for child safeguarding and welfare.

Key Responsibilities

Pastoral Care and Supervision

- Provide day-to-day pastoral care and supervision to an assigned group of boarding students.
- Be a consistent, approachable presence in the house during duty hours, including mornings, evenings, and weekends as per the duty rotation.
- Support students' emotional wellbeing, settling-in, and personal development, referring more complex concerns to the House Parent, counsellor, or Designated Safeguarding Lead as appropriate.
- Maintain house routines including wake-up, meals, prep/study time, and lights-out, in a way that is firm, fair, and consistent.
- Liaise with parents/guardians on day-to-day matters, in coordination with the House Parent.

Safeguarding and Welfare

- Uphold BHA's child protection and safeguarding policies at all times, including maintaining appropriate professional boundaries with students.
- Recognize signs of possible abuse, neglect, or welfare concerns and report them promptly through the correct safeguarding channel.
- Respond calmly and appropriately to disclosures from students, without promising confidentiality, and escalate immediately to the Designated Safeguarding Lead.
- Support the physical safety of students, including fire and emergency procedures, first aid response, and out-of-hours medical concerns.
- Complete all mandatory safeguarding, first aid, and child protection training and keep this up to date.

House Operations

- Take an active role in the duty rotation, including overnight/on-call duty as scheduled.
- Supervise students during meals, prep, activities, and free time as required.
- Support the organization and supervision of weekend and evening activities and outings.
- Maintain accurate records, including attendance, incident logs, and handover notes for the next Don on duty.
- Contribute to a safe, well-maintained physical environment in the boarding house, reporting maintenance or health and safety issues promptly.

Team and Whole-School Contribution

- Work collaboratively with the House Parent, matron/nurse, other Dons, and academic staff to support each student holistically.
- Attend house meetings, staff briefings, and relevant training sessions.
- Model the values and standards of conduct expected of all BHA staff working with children.
- Undertake any other reasonable duties as directed by the Head of Boarding, in keeping with the responsibilities of the role.

Person Specification

Essential	Desirable
Experience working or living alongside children/young people (e.g. teaching, coaching, youth work, residential care, or prior boarding experience)	Previous experience in a boarding school or other residential youth setting
Clear understanding of child safeguarding principles and professional boundaries	Recognized safeguarding or child protection training/certification
Ability to build trusted relationships with young people while maintaining firm, fair boundaries	First aid or emergency response qualification
Willingness to live on-site and undertake evening, overnight, and weekend duties as part of a rotation	A degree, teaching qualification, or relevant youth-work qualification
Resilience, sound judgement, and the ability to stay calm under pressure, including during out-of-hours incidents	An interest or skill to contribute to co-curricular/extracurricular activities (sport, music, drama, outdoor education, etc.)
Strong written and verbal communication skills, including for incident reporting and handovers	Full/clean driving license
Willingness to undergo an enhanced background/police clearance check and provide satisfactory references	

Working Conditions

- This is a residential role requiring the postholder to live on or near the BHA campus during term time.
- Duty hours include evenings, weekends, and overnight on-call rotations as set out in the duty rotation; time off in lieu / rest days apply in line with BHA's working time policy.
- Accommodation and meals are provided while the postholder is on duty [confirm specific housing/board arrangements].

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Safeguarding Statement

BHA is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This role involves regular contact with children and is subject to an enhanced background/police clearance check, verification of the right to work, and satisfactory references, including specific checks on suitability to work with children, before any offer of employment is confirmed. Shortlisted candidates will be asked about any gaps in their employment history and about their understanding of safeguarding as part of the interview process.

How to Apply

[Insert application instructions: how to apply, closing date, required documents (CV, cover letter, references), and contact details for queries.]