



BURGESS HILL

— GIRLS —

Job Description

Job Title:	Boarding Assistant
Line Manager:	Heads of House (Silverdale and/or Avondale)
Reports to:	Assistant Head Pastoral & Boarding
Responsible for:	Boarding students
Contacts:	Students, parents/guardians and teaching and non-teaching staff

Role Summary

Work with the Heads of each of our two Boarding Houses in taking responsibility for the care of a group of boarders to promote the wellbeing and academic development of the boarders and to support the provision of a lively and secure environment for the girls, which is conducive both to learning and personal development. The Boarding Assistant must be keen to immerse themselves in the life of the School community, gaining experience in a relevant academic department, assisting in the school and supporting the School's extra-curricular programme, if appropriate.

Principal Accountabilities

- Assist the Head of House Silverdale/Avondale in providing excellent care of the students who board and to help ensure the smooth running of the Boarding House through supervision and administrative assistance.
- Assist with the day to day care of boarders: ensuring their well-being and safety; promoting a fulfilling educational experience and encouraging a caring and productive ethos in the House.
- To be on duty during the week as allocated by the Assistant Head Pastoral
- Supervise students in School during after school prep duty in support of the Academic staff.
- Take an active role in the weekend activity programme for boarders and other extracurricular activities.
- Behave in a professional manner at all times.
- Present yourself in a professional manner at all times
- Take responsibility for promoting and safeguarding the welfare of pupils, ensuring adherence to, and compliance with, the School's Safeguarding Policy at all times.
- Become familiar with the School's Health & Safety guidance documents, including those for School trips, and be mindful of health and safety at all times.
- Uphold the standards of the School community and to work in sympathy with our school ethos.
- Undertake all duties in accordance with the School's policies and procedures.

This list is not exhaustive and you may be asked by management to carry out other reasonable tasks as required.

There is a requirement to attend appropriate training when necessary.

Allocation of Hours

- The Boarding Assistant is a non-teaching, full-time residential, pastoral role and is key for the pastoral care of the students.
- House staff are expected to be on duty, and they must, at all times, be accessible to the girls, whether in house or elsewhere throughout the school.
- The boarding assistant will work from 5 days a week with 2 full 24 hours periods off during term time in addition to the Summer term half term week when examination students remain in the house.
- It is expected the Boarding Assistant will be flexible and will attend to the needs of the house when required. There is a degree of flexibility built into the school day to enable staff to have short breaks during the day, and at weekends by agreement in advance with other house staff, and approved by the Assistant Head Pastoral and Boarding.
- All staff are required to attend relevant INSET days which may take place on their non-working days.
- The Boarding Assistant will be required to work the 72 hours before term starts, and 48 hours after the end of term. On an exeat weekend Boarding Assistants will work up until 7pm on a Friday evening.