



BURGESS HILL

— GIRLS —

Job Description

Job Title:	Boarding Assistant
Line Manager:	Houseparent
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 Houseparent 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 both the Junior and Senior School and supporting the School's extra-curricular programme and after school prep, if appropriate.

Principal Accountabilities

- Assist the Houseparent 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 & Boarding.
- Supervise students after school in the Junior or Senior School 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 to carry out other reasonable tasks as required.

There is a requirement to attend appropriate training when necessary.

Allocation of Hours

- Our house staff are non-teaching, full-time residential, pastoral roles and are key for the pastoral care of the students.
- Whilst on duty, all house staff are expected to be accessible to the girls, whether in house or elsewhere throughout the school.
- All house staff work to a weekly rota programme which ensures a fair share of time off during the week, as well as ensuring staff coverage in each house.
- House staff are required to have a degree of flexibility to attend to the needs of the students and house when required. In return, flexibility is built into the school day and at weekends to enable staff to have a reasonable amount of time off and rest breaks.
- All staff are required to attend relevant INSET days which may take place on their non-working days.
- There is an expectation that house staff return to School 72 hours before the commencement of each term, and 48 hours after the end of each term, as directed by the Assistant Head, Pastoral & Boarding.