



BURGESS HILL

— GIRLS —

Job Description

Job Title:	Bank Boarding House staff
Line Manager:	Assistant Head Pastoral & Boarding
Reports to:	Houseparent
Responsible for:	Boarding students
Contacts:	Students, parents/guardians

Role Summary

Work with the house staff team across 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.

Principal Accountabilities

- 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 as per the school's requirements including overnight
- 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

- 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 a rota programme which ensures a fair share of time off, 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.