



Draft Job Description

Resident Boarding Assistant

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Monmouth School for Girls. Your Job Description should be reviewed annually as part of the Performance Review Process.

Responsible to: Director of Boarding through Housemistress

Summary of the Role:

The Resident Boarding Assistant will assist the Housemistress/Deputy Housemistress by undertaking various duties to provide for the safety and good discipline, happiness, and pastoral wellbeing of all boarders and to establish a good working relationship with all parents, guardians and teaching staff.

Main duties and responsibilities

The Boarding Assistant should:

1. Be aware of the boarding National Minimum Standards (Wales), the implications of the Care Standards Wales and all other statutory policies.
2. Work and liaise with the boarding team at all times to ensure the safety and security (including emotional) of boarders at all times, reporting any concerns regarding pupils, parents or guardians.
3. Liaise with the School Nurse at all times regarding any pupils' medical issues and to encourage pupils to adopt a healthy life style.
4. Ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
5. Foster a good working relationship liaising with parents/guardians so they are kept informed of their child's progress and welfare; and ensure that family incidents and problems are brought to the attention of those who need to know.
6. Ensure that personalised needs of each pupil are identified and communicated to staff as needed and ensure that student talent and potential are developed and maximised.
7. Respect the need for confidentiality.
8. Help the boarding team to develop in the boarders a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as appropriate.
9. Ensure that conditions and supervision of evening prep times are conducive to effective academic progress.
10. Ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily. Ensure that pupils treat the belongings of others, and the fabric and furnishings of the houses, with respect.
11. Be aware of the school uniform and clothing requirements of pupils and ensure that they have all the items they require. Also, be responsible for the good standard of clothing, arranging clothing to be sent to the laundry and assist with repairs.
12. Keep suitable records as directed for pupils' progress, welfare, health, emotional problems, achievements and misconduct and in accordance with School Policy.

13. Undertake duties as directed by the Housemistress/Deputy Housemistress and/or Director of Boarding and/or Senior Deputy Head Pastoral. These include prep supervision, day, evening and overnight boarding duties, a high profile in the weekly and weekend activity programme for boarders.
14. Nurture good working relations with domestic staff and liaise regarding any issues arising to do with cleanliness or manners.
15. Support the school's disciplinary policy and foster an acceptance of the boarding code of conduct. Inform the Housemistress or Senior Deputy Head Pastoral of any cases of misbehaviour, bullying, substance misuse or sexual misconduct.
16. Undertake tasks that the Housemistress/Deputy Housemistress may reasonably assign, including providing short term cover for colleagues.
17. Ensure that pupils (particularly younger ones) are appropriately occupied after school and especially at weekends.
18. Attend House Staff meetings and relevant school meetings as required by the Housemistress.
19. Perform any other key tasks which the Headmistress, Senior Deputy Head Pastoral or Director of Boarding may reasonably assign, including assisting at Open days and conducting boarding tours.
20. Adhere to all School policies, in particular, Safeguarding, and be committed to attending training that will develop and progress your role within boarding.
21. Escort pupils to outside appointments i.e. medical appointments, as may be required.
22. Escort pupils to and from the Airport as may be required.

The Resident Boarding Assistant's work is not of a nature which lends itself to the rigid definition of hours; however, certain general principles apply.

While on duty, the Resident Boarding Assistant must always be immediately accessible within the House or elsewhere in the School.

In recognition of the continuing commitment and unusual hours the work involves, periods of time off are allowed as follows:

1pm on Saturday until 3pm on Monday

You are required to be back at school at least 48 hours prior to the boarders arriving back at the beginning of term and be in school for at least 24 hours after the end of term.

You are required to work on some public holidays and may be asked to attend training sessions during school holidays.

Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Good general standard of education 	<ul style="list-style-type: none"> • A recognised boarding qualification • Record of continued professional development • Higher degree
Experience	
<ul style="list-style-type: none"> • A proven track record of excellent boarding management skills or equitable experience working with young people. • High personal and professional standards • Excellent pastoral skills and instinct • The ability to encourage and enthuse others • Work well in a team • Understanding of the need to communicate with all stakeholders • Successful experience in raising student achievement 	
Skills	
<ul style="list-style-type: none"> • Excellent people management skills • Excellent rapport with children/young people • Dynamic character • Excellent communication and inter-personal skills • Evidence of being able to lead, manage and be responsible for initiatives/ developments • Evidence of taking responsibility for own professional development 	<ul style="list-style-type: none"> • Well-developed ICT skills
School Ethos	
<ul style="list-style-type: none"> • Capacity to work well with others • Fully supportive of the aims & ethos of the school • Commitment to the school's aims of raising the bar and working to encourage students beyond their potential • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education 	<ul style="list-style-type: none"> • Ability to support the vision for high quality education which promotes spiritual, moral, social and cultural development

Personal Attributes

- Highly motivated
- Ability to work unsupervised
- Ability to deal with unpredictable situations
- Ability to prioritise, plan and organise own work and that of students
- Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy
- Tact and discretion
- Energetic
- Ability to listen
- Able to maintain confidentiality when required
- Willingness to participate in the wider life of a busy boarding school
- Excellent organisational skills
- Excellent time-management
- Excellent record of health, punctuality and attendance

Safeguarding

- Knowledge of child protection procedures
- Commitment to the safeguarding and protection of children and to the personal development of our pupils
- Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety