



Northbourne Park School

Job Description

Job Title: Head of Boarding

Department: Boarding

Location: Prep School

Reporting to: Headmaster

Overall Purpose of the Job

- To lead and manage the Northbourne Park Boarding Community, ensuring the welfare, happiness and safety of all boarding pupils

Key Responsibilities

- Promote the vision and aims of the school and make a positive contribution to the leadership and management of the school
- Support the strategic planning of the school and contribute to the School Development Plan; produce, implement and review an annual Boarding Development Plan, providing regular updates to SMT and Governors
- Monitor and maintain the school's compliance with ISSRs and NMS for Boarding
- To act as a Deputy Designated Safeguarding Lead (DDSL)
- Encourage high standards of pastoral care, well-being, behaviour and safeguarding and lead by example; actively remain up to date with developments in boarding and engage in ongoing CPD
- Develop and promote boarding throughout the school community, supporting marketing and the recruitment of pupils
- Play an active role in the admissions process for new boarders
- Lead and manage the wider boarding team, supporting the recruitment of new staff, induction and ongoing training/appraisal of boarding staff

Additional Responsibilities

- Be the residential Houseparent for boarders acting 'in loco parentis', meeting their pastoral, welfare, safeguarding and medical needs
- To counsel pupils, at a time and place which is conducive to good communication, concerning any academic, social or behavioural problems they may have
- In liaison with the Estates and Domestic team, ensure that the boarding houses are well-maintained, clean and tidy.
- Leading and managing a full and varied programme of extra-curricular activities after school and at weekends, ensuring that all pupils are appropriately occupied.
- Maintain effective and regular communication with parents, ensuring that they are fully informed about their child's progress and welfare; to ensure that welfare issues are brought to the attention of Form Tutors and other staff.
- Liaise formally with the School Matron to ensure that pupils' medical requirements are properly administered and to encourage pupils to pursue a healthy lifestyle.
- Maintain suitable records using the school's digital and paper systems

Management of Resources

- Manage the Boarding budget and ensure appropriate, diverse and well-maintained resources are available

General requirements

- Fully endorse, understand and exercise your roles and responsibilities contained within the NPS Health and Safety Policy and Handbook as published on the Intranet
- Act within the NPS Professional Standards for Teachers Policy
- Promote and safeguard the welfare of pupils and staff according to the School's Health and Safety, Fire Safety, Child Protection and CLEAPSS regulations and guidelines.
- Fulfil other reasonable duties as directed by the Headmaster

This job description is subject to review and change as necessary.

Decision Making Responsibilities

This is a Head of Department position and the post holder is responsible and accountable for the running of a department, and required to work independently but within policy, professional standards and budgetary limits.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

Experience of working in a residential boarding environment

Calm and caring manner

Ability to communicate clearly and effectively

Flexible and proactive attitude to work

ICT competent

High standard of personal presentation

Desirable requirements:

Experience working in an IAPS Boarding School

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Updated April 2024