

# POLICY STATEMENT



Policy	House staff General job description
OFSTED Standard No	
School Department	Boarding

Date Written	5 <sup>th</sup> April 2017
Written by	G Sutton
Approved by	J O'Shea
Date of Approval	3 <sup>rd</sup> May 2017
Next major review date	5 <sup>th</sup> April 2018
Location and disseminations	A copy of the policy can be found, in the school admin office and on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding.

**Responsible to** the Head of Boarding

## **Broadly responsible for**

- boarders' physical, personal, social, moral and spiritual welfare
- boarders' out-of-day-school-hours academic and broader education
- working efficiently and effectively in a team of boarding staff, including resident and non-resident teachers as well as non-teaching personnel
- the good upkeep of boarding areas and the efficient and appropriate use of boarding facilities and equipment
- the promotion of Buckswood boarding
- implementing school policy generally and, in particular, ensuring adherence to the School's Policies on Boarding, Child Protection and Health and Safety
- keeping up to date with boarding issues nationally, via INSET and by being familiar with, and responding appropriately to, key requirements and publications (such as the School's own handbooks and statements on Boarding)
- liaising as necessary with other colleagues and with external persons and agencies

## **Specific responsibilities include**

- setting and maintaining a positive tone, a friendly but purposeful ethos and high standards in the House areas
- maintaining good order and adequate supervision of boarders at all times
- sustaining an environment in which it is pleasant to live and which is conducive both to boarders' academic study specifically and to their personal development generally
- ensuring the smooth operation of effective House routines, both for the pupils and in respect of the staff's duty rota
- sharing responsibility for Health and Safety within the House
- being prepared to act in a serious emergency, even when not 'on duty'
- helping to maintain complete and up-to-date files on boarders and ensuring that all relevant information is passed promptly, and all relevant documents copied systematically, to those who need to know ensuring the boarders are engaged in the appropriate activity at the appropriate time

- liaising with other colleagues, including: Teachers and SMT, staff in the other Boarding Houses (e.g. to ensure standardised practice), Matron), Form Tutors, the safeguarding officer (for Child Protection matters), Maintenance, Domestic and Catering Staff
- liaising as necessary with present, past and prospective boarders' parents and guardians
- liaising routinely with certain external support services (such as the school nurse), and, by agreement with the Head of Boarding, with other external agencies (such as Educational Psychologists)
- attending relevant House/Boarding meetings
- receiving, and acting appropriately on, telephone calls, emails and other communications

**Specific Personal Professional Qualities and Competencies relating to the role include**

- relating well to working colleagues
- being even-handed with pupils
- maintaining good (but not oppressive) discipline among the boarders
- being administratively efficient
- being flexible and accommodating, as is reasonably required by the nature of the job
- balancing forbearance and understanding with insistence on high standards of conduct, work and attitude from pupils
- thinking, sharing thoughts, and acting, positively and creatively to improve further the boarding provision we offer
- deserving, and earning, respect from both pupils and colleagues

This job description may be altered at the reasonable direction of the Proprietor/Principals as the needs of the School change. Any such alteration will, wherever possible, be made after consultation.