

Godstowe

Boarding Assistant

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

Boarding Assistants work with the Houseparent or Housemistress and Deputy Houseparent to ensure that the Boarding House functions in accordance with the Boarding and School policies relating to discipline and pastoral welfare. Boarding Assistants are expected to be committed and enthusiastic and able to support the boarding staff. They should be able to communicate and cooperate well with pupils and staff and have good organisational abilities.

Management

The Deputy Heads and the Assistant Deputy Head/Head of Boarding care for the general wellbeing of all resident assistants and are responsible for their recruitment, induction and appraisal. On a day-to-day basis, the Boarding Assistants are responsible directly to the Houseparent or Housemistress and their Deputy.

Duties and Responsibilities:

All Boarding Assistants are expected to support the boarding community, including during some evenings.

Duties include the following

- Office administration (to include weekend reports, borders' videos, day to day admin).
- Organising and running an activity or prep after school each day.
- Assisting with medical wellbeing.
- Supervising boarders in the early morning and at bedtime in the evenings.
- Supervising mealtimes.
- Helping with boarders' laundry.

Weekend duties – these may include

- Participating and assisting in weekend activities.
- Possible escort to Church.
- Supervising use of computer and email facilities.
- General support and supervision as necessary and following rotas.
- General care for the welfare and supervision of boarders.
- Supervising and supporting with prep.

The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post. Boarding Assistants are required to remain flexible and may be asked to undertake different tasks during the course of an academic year.

Person Specification

Qualifications and experience

- Educated to at least GCSE grade 4 standard or equivalent in English and mathematics.
- Experience of working with children/young people in an environment to support learning.

Knowledge and skills

- Ability to build and form good relationships with pupils, parents/carers and colleagues.
- Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, parents/carers and other professionals.
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
- Good standard of numeracy and literacy skills.
- Ability to use a range of ICT packages and equipment effectively to support learning.
- Ability to absorb and understand a wide range of information.
- Ability to improve own practice/knowledge through self-evaluation and learning opportunities.

Personal qualities

- A diplomatic and patient approach.
- A flexible attitude
- Able to appropriately deal with confidential information/situations.
- Able to follow direction from line manager.
- Ability to show initiative and to prioritise one's own work and meet required deadlines.
- Efficient and meticulous in organisation.
- Desire to enhance and develop skills and knowledge through CPD.
- Commitment to the highest standards of child protection and safeguarding.
- Recognition of the importance of personal responsibility for health and safety.
- Commitment to the school's ethos, aims and its whole community.
- A sense of humour!

Child Protection

All members of staff are responsible for promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.