

Godstowe

Job Description

Resident Boarding Assistant

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

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

Management

The Deputy Head – Pastoral cares for the general wellbeing of all resident assistants and is responsible for their recruitment, induction and appraisal. On a day-to-day basis, the Resident Boarding Assistants are responsible directly to the Housemistress or her Deputy.

Duties and Responsibilities:

All Boarding Assistants are expected to support the boarding community during evenings and at weekends.

Duties include the following:

- Organising and running an activity after school each week
- Helping with boarders' laundry
- Supervising meal times
- Supervising boarders in the morning and at bedtime in the evenings
- Assisting with medical wellbeing
- Weekend duties – these may include:
 - Participating and assisting in weekend activities
 - Possible escort to Church with House staff
 - 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.

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.

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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.

December 2020