



## BOARDING PARENT JOB-DESCRIPTION: 2009 - 2010

### Boarding Parent Person Specification:

All Boarding Parents should have experience in pastoral work with young people, should be relational and enthusiastic about working with young people and be prepared to offer time and support to Boarders both during and outside of their Duties. Boarding Parents should be role models and set appropriate boundaries with Boarders such that relationships based on respect, trust and support develop and flourish between staff and students.

Boarding Parents must be willing to work as part of a team, taking responsibility for the running of the Hostels, working together to drive continuous improvement and striving to provide an environment that encourages achievement, community and responsibility. Boarding parents should strive to approach their Duty as an opportunity for warm and sympathetic nurture, rather than for formal supervision.

### Boarding Parent Job Description:

Our main aim as Boarding Parents is to provide for the care, well being and general supervision of the Boarders in our charge, whilst offering effective parenting and creating an environment that creates a happy substitute for home whilst maintaining the full and appropriate participation of Boarders in the life of the school.

Each Boarding Parent, of which there will be 5 per hostel, will be available for duties as specified on a weekly basis, Monday to Friday (1 duty per calendar week per staff member), and take ownership of 1 full weekend per term (Sat am through to Sun pm). As such each pair of staff eg TE & JE will be on duty together for the weekend with no swapping of Saturday's and Sundays.

### Specific focus on and responsibility for a year group of students (e.g. TE - Yr 7):

- Responsibility for the pastoral care and well being of this specific year group of students, providing support in pastoral matters, acting as a parent away from home for a small group of students.
- This includes being up to date with their progress at school, checking and signing this year group's homework diary as parents, monitoring their academic reports and helping set appropriate targets for the students.
- Liaising with parents to ensure there is feedback and discussion from parents evening and that either the parent or the Boarding Parent has attended parents evening.
- Each member of staff will need to write reports for their designated year group of students, and be a point of contact for teaching staff and tutors for these individuals.
- Staff will follow this group of students through the school enabling deep and productive relationships.

### On Week-day duties:

- To unlock the boarding hostel in the morning, to lock the hostel up in the evening and to ensure the well being of all students throughout the day.
- Whilst on duty to supervise breakfast, lunch and dinner and to be in attendance for more or less the whole of the meal time.
- To sit and eat meals with students and to ensure there is at least 1 boarding parent at morning and afternoon break.
- To inspect Dormitories and Students before the school day has begun, and provide support with hygiene, tidiness, and uniform issues as required.
- To supervise Prep both in the Prep Room and Study Bedrooms, providing academic support wherever possible. To sign homework diaries and ensure students are using prep time productively. To provide subject specific support as required.
- To be as fully aware as possible of the whereabouts of all Boarders at all times of the day and night.
- To be on site and available in the instance of emergency from the start of a duty day until lights out.



**On Fridays:**

- To sign out all students who are leaving for the weekend.
- To organise transport to town for boarders.
- To organise evening entertainment: A movie, projector and snacks.

**At weekends:**

- To organise an activity programme for Saturday. This should include some form of offsite activity or trip and will be discussed and co-ordinated with the boarding team half termly in advance.
- To provide opportunities for healthy recreation and sports.
- To organise transport for students attending church services.
- To supervise prep on Sunday and welcome any returning students
- To take responsibility for the well being and health of all students who are in the hostel for the weekend.

**Other responsibilities:**

- To ensure that any students leaving the campus are signed out following the stipulated exit procedure.
- To record and report any incidents involving students.
- To ensure that any illness medical situations are dealt with appropriately in consultation with medical staff.
- Contribute to the development and delivery of a termly activity programme for the Boarders.
- Attend team meetings as dictated by the head of Boarding.