



## **Assistant to Director of Boarding & Boarding Parent (or Boarding Assistant)**

**Position:** Assistant to the Director of Boarding  
**Reports to and is evaluated by:** Director of Boarding  
**Hours of work:** 40 hours per week

### **Key Purpose of the Role**

To provide strong, caring and professional leadership within the boarding houses, ensuring the highest standards of pastoral care, safeguarding, organisation and student wellbeing. The postholder acts in loco parentis and supports the Director of Boarding in the strategic and operational leadership of boarding provision, ensuring a safe, structured and happy residential environment where pupils can thrive academically, socially and emotionally.

### **Qualifications and Experience**

- A recognised degree, with a minimum of four years' experience in teaching or a related field
- Experience of working with young people in a residential/boarding environment
- Understanding of boarding school culture and operations
- Excellent interpersonal and organisational skills
- Excellent public relations and communication skills
- Fluent in written and spoken English
- Strong leadership and teamworking skills
- Strong IT skills
- Ability to solve problems effectively and calmly
- Understanding of students' developmental needs and cultural differences
- Ability to run marketing initiatives, including social media content and video production

### **Key Responsibilities**

#### **I. Pastoral Care and Student Welfare**

- A. Act in loco parentis, taking overall responsibility for the welfare, health, safety and pastoral care of pupils in the boarding section.
- B. Ensure the physical, social and emotional well-being of every student in boarding.
- C. Actively and empathetically check in with students on a daily basis.
- D. Refer students to medical staff or school counselors where necessary.
- E. Support students with homework and technology-related queries.
- F. Ensure students maintain a healthy lifestyle, including regular exercise, sufficient sleep and balanced nutrition.
- G. Ensure students attend meals appropriately and are eating well.
- H. Coordinate responses to student concerns in collaboration with Homeroom Teachers, Principals, teaching staff, Senior Management and medical staff as required.
- I. Represent students where parents/guardians are unable to attend meetings (e.g., Parent–Student–Teacher conferences).
- J. Communicate regularly with parents regarding their child's well-being and progress.
- K. Write and proofread mid-term and end-of-semester boarding reports reflecting students' academic and pastoral development.

#### **II. Leadership and Management**

- A. Provide strong, caring leadership to create a safe, happy and structured boarding environment.
- B. Lead by example as a role model for students and colleagues.
- C. Oversee Section Staff and boarding assistants, providing induction, supervision, training, support and contributing to their appraisal.
- D. Share responsibility for the construction of staff rotas on a rotating basis.

- E. Attend weekly meetings with the Director of Boarding and all relevant boarding meetings.
- F. Support the Director of Boarding in the ongoing development and improvement of boarding provision.
- G. Ensure boarding policies align with whole-school policies and are implemented consistently.
- H. Maintain accurate and up-to-date records (pastoral, disciplinary, accidents, complaints, fire logs, etc.).
- I. Report any incidents that breach boarding rights and responsibilities.

### **III. Safeguarding, Health and Safety**

- A. Ensure that safeguarding, health and safety, and risk assessment procedures are strictly observed at all times.
- B. Ensure that neither the physical nor social environment poses risks to students.
- C. Ensure regular fire, earthquake and lockdown drills are conducted and accurately recorded.
- D. Be familiar with and implement the School Crisis Management Policy.
- E. Ensure adequate First Aid provision within the boarding section at all times.
- F. Respond appropriately and calmly to emergencies.

### **IV. Boarding Operations and Environment**

- A. Oversee the general presentation, cleanliness, maintenance and décor of the boarding section.
- B. Liaise with the Director of Boarding regarding maintenance, upkeep and improvement of facilities and furnishings.
- C. Ensure that systems for the day-to-day running of the House are clearly defined and understood by all pupils.
- D. Ensure the interests of different age groups are recognised and protected.
- E. Support new pupils to integrate smoothly into boarding routines, ensuring they feel secure and welcomed.
- F. Oversee arrivals and departures at the beginning and end of terms.
- G. Supervise and/or lead evening and weekend activities appropriate to students' age and interests.

### **V. Academic and Behavioural Standards**

- A. Contribute to students' academic progress, discipline, standards of behaviour, manners and dress.
- B. Ensure boarding rules and regulations are adhered to and that students uphold the school's reputation within the community.
- C. Liaise with teaching staff and Homeroom Teachers regarding academic, medical, social and emotional matters affecting students.

### **VI. Communication and Community Engagement**

- A. Maintain open, respectful and professional communication within the boarding team and wider school community.
- B. Assume positive intent, listen actively and resolve differences constructively.
- C. Develop strong relationships with parents to ensure understanding of the aims and principles of boarding life.
- D. Support marketing and promotional initiatives for boarding, including social media and recruitment materials where required.

