



WOODHOUSE GROVE SCHOOL

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| JOB/RESPONSIBILITY TITLE: | Senior Boarding Tutor (Residential) x 2 |
| LOCATION: | Miller/Brodwell House at Woodhouse Grove School |
| HOURS OF WORK: | Per boarding duty rota, produced by Assistant Head (Boarding and Compliance), including before/afterschool, evenings, and weekends. |
| RESPONSIBLE TO: | Assistant Head (Boarding and Compliance) |

Senior Boarding Tutor (Miller & Brodwell) – non teacher

We seek to appoint two energetic, committed, proactive houseparents to work within our girls' boarding house (Miller House) and boys' boarding house (Brodwell House). The successful candidates in these non-teaching roles will have excellent interpersonal, communication, administrative and organisational skills, and will be fully committed to the aims and ideals of boarding school life. Any additional interests that will help to add value to the boarding experience for our pupils will aid your application.

Supported by our Assistant Head (Boarding & Compliance) and working in tandem with our Head of Girls' Boarding and Head of Boys' Boarding, this is a wonderful opportunity for candidates from a wide variety of backgrounds to help challenge and invigorate our boarding students in a caring and homely environment.

A self-contained flat will be provided with each role.

Closing date: Friday 29th April

OUTLINE JOB DESCRIPTION

Job Description: To support the Heads of Girls' and Boys' Boarding in the day to day running of Miller and Brodwell House, ensuring the welfare and well-being of the boarders within each House.

Senior Boarding Tutors are required to live in the boarding house for the better performance of their duties. Any nights away from the boarding house during term time must be approved in advance by the Assistant Head (Boarding and Compliance)

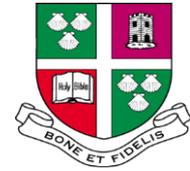
Duties:

During Term time, a minimum of 3 weekday shift per week (7:15am to 8:30am and 4pm to 10:30pm), 1 in 2 weekends, and any other duties as required, per the annual duty rota.



The Senior Boarding Tutors will be responsible for:

- Overseeing, in loco parantis, all aspects of the academic and pastoral welfare of all the pupils in the House, which will include an awareness of each pupil's progress and developing maturity.
- Safeguard and promote boarders' welfare and show concern for health, happiness and proper physical, intellectual, emotional, social and behavioural development.
- To provide support for any boarder and to help seek solutions to the cause of and problems/distress.
- To undertake duties as appropriate in the boarding houses.
- In conjunction with the Head of Girls Boarding, working closely with each Head of Year and other academic staff to ensure that each pupil achieves their full potential in all areas of school life.
- Creating an environment in which each individual is equally valued and in which each individual has an opportunity to contribute.
- Implementing systems and routines, set out by the Head of Girls' and Boys' Boarding, which ensure the smooth and consistent running of the house in an open and fair manner.
- Maintaining the boarders' standards of appearance, behaviour and conduct, in line with school policies.
- In conjunction with the Boarding Administrator make suitable arrangements for temporary boarders.
- Being the initial point of contact for parents/guardians, supported by the Heads of Girls' and Boys' Boarding.
- Supported by the Head of Girl' and Boys' Boarding, holding regular formal and informal House team meetings to disseminate information relating to the progress of pupils and their welfare.
- Keeping records, using CPOMS, maintaining confidentiality of information, (in line with the School's Child Protection Policy).
- Writing reports for the pupils in the House, in accordance with the published schedule.
- Ensuring compliance with the relevant Health and Safety regulations, Child Protection requirements and National Minimum Standards for Boarding.
- Attending regular meetings, and INSET sessions as appropriate.
- Ensuring boarders' medical requirements are properly catered for, supported by the Medical Centre staff.



- Overseeing the fabric and contents of the House in liaison with the support staff to ensure that boarders are well looked after, as if by a parent.
- At the beginning and end of terms to ensure the packing/unpacking arrangements, including suitcase movements and the state in which the house and house property is presented or left.
- At the beginning and end of terms to participate in the “meeting and greeting” systems.
- To keep the Head of Girls’ and Boys’ Boarding fully informed of any issues relating to boarders or other matters in boarding.
- undertaking any other tasks reasonably assigned by the Headmaster or Assistant Head (Boarding & Compliance).

To act as a House Tutor which includes:

- Provide in loco parentis support and protect the tutee from harm or neglect.
- Safeguard and promote the tutee’s welfare and show concern for health, happiness and proper physical, intellectual, emotional, social, and behavioural development.
- Form a trusting relationship with the tutee, so that they feel able to turn to them for help.
- Develop and maintain a high level of interest in all aspects of the tutee’s life and meet regularly for tutorials.
- Identify the tutee’s social and academic progress by liaising with the Form Tutor and responding to concerns raised by academic staff on firefly/email.
- Monitor and support academic progress by liaising with the Form Tutor and responding to concerns raised by academic staff.
- Promote the ethos of the House and encourage progression through the Status system.
- Maintain an overview of firefly homework’s and club attendance.
- Write and fully discuss House Tutor Reports at the appropriate times (see below).
- Meet formally with tutees bi-weekly to discuss academic, co-curricular and pastoral progress
- At the start of each year email your tutee’s parents to introduce yourself as their child’s House Tutor and that you work in the boarding house with (Named) Houseparent.
- Ensure at least once per half term that an email with accompanying photograph is sent to each of their tutee’s parents & agent & guardian to give a short highlight of what their child is doing within boarding. DO NOT include the pupil’s full name in the email subject line, only use their forename to avoid data protection breaches please. The Assistant Head (Boarding & Compliance) needs to be Cc’d on each of these communications. A copy of the email must be put in the pupil file in the House Study’s by tutors as evidence for Inspection purposes. The Head of Boys & Girls Boarding will be loading each weekend boarding programme onto Twitter,



Firefly and possibly the school website. House Tutors in their communications should also direct parents etc to follow our Twitter account on @WGSBoarding as a means of keeping up to date with even more activities and events in boarding.

- After the publication of school reports the House Tutor must meet with each of their tutee's to read through and discuss the tutee's report with them. There are 6 reports a year. A printed copy of the school report must be put in the student file by the House Tutor. Any concerns are forwarded to the Head of Girls Boarding for a follow up review meeting and closer monitoring/House Status review for prep locations and supervision.

HEALTH & SAFETY

You must be aware that you are responsible for your own safety and the safety of others in accordance with the Health & Safety at Work Act as revised from time to time.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head of HR. If you would like to discuss this beforehand, please telephone in confidence the Head of HR.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of Human Resources, hussain.sa@woodhousegrove.co.uk

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.



March 2022

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