



Bromsgrove International School

Job Description – Head of Boys/Head of Girls Boarding

Reporting to: Headmaster

Major Responsibilities:

Responsible for all boarding matters in their Boarding House including staffing, communication with staff, students and parents, and the smooth running of the houses according to policy, procedure and practice.

1. To develop and manage the boarding staff and other support staff in the boarding house.
2. To ensure the policies and procedures as set out in documentation and are carried out effectively and initiate any necessary changes according to circumstance.
3. To ensure that boarding staff, parents and pupils understand the aims and objectives of boarding at BIST, and the principles on which community life in the houses are based.
4. To ensure that the children are looked after as individuals according to their needs and in accordance with school policy. It is expected that the BSA minimum standards will be applied as a model of good practice.
5. To manage the levels of staff supervision to ensure the safety and security (including emotional) of all pupils at all times when they are in the school's charge (including meal times, weekends, and on expeditions and outings).
6. To ensure that children's medical welfare is catered for by liaising with the nurse/s and matron/s.
7. Maintain a standard of consistency across all boarding houses in terms of policy, practice and procedure.
8. To hold regular minuted meetings with relevant boarding staff to ensure effective communication and to give staff a voice to air concerns and suggestions for improvement.
9. To be responsible for the expenditure of the school boarding house funds and to ensure that proper accounts are kept, for use by the Accountant. .
10. To develop in the pupils a collective responsibility to be aware of the difficulties or problems of others, and to allow students to have a democratic voice in boarding through a boarding council.
11. To ensure that a full and varied programme of age-appropriate extra-curricular activities is available, and pupils are appropriately occupied especially at weekends.
12. To cultivate contact and communicate with parents, to ensure that they are fully informed about boarding matters such as activities, important dates and changes to routines.
13. To keep suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct.

14. To provide such reports and references as may reasonably be required to the Headmaster.
15. To fulfil the requirements of the school's policy on child protection.
16. To ensure that all members of the boarding staff team (including Deputy Housemistresses and Deputy Housemasters, Boarding Assistants, Matron, Gap Students and other non-teaching personnel in the house, as well as senior pupils as appropriate) are familiar with the school's policies and procedures for child protection, countering bullying, health and safety, and are aware of the appropriate response needed in these areas.
17. To teach academic lessons as required.
18. To perform any other key tasks which the Headmaster may reasonably assign.