

Job Description - Boarding House Tutor

The Boarding House Tutor will preferably be educated to degree standard and will have previous experience of pastoral work, (voluntary or paid), preferably in a school or college setting. The post holder should have experience in dealing with young people of different nationalities and cultures. They should have good communication skills in both spoken and written English and, because of the international nature of the College, preferably have experience of another culture other than English. The Boarding House Tutor will be expected to contribute to extra-curricular activities.

Conditions of Service

To be resident in the College and to share responsibility for the running of the boarding houses, in conjunction with the Head of Boarding. The post holder will be given 2 school days off per week, by agreement. Other than these days off, the post holder is considered to be available for duty whenever he/she is resident at the College.

Responsible to

Head of Boarding

General Duties

The post holder must at all times while at the College behave in a responsible and appropriate manner for a person charged with the welfare and guidance of young people and must set an example in his/her personal behaviour for the students to emulate.

1. To be loyal to the aims, ethos and policies and procedures of the College.
2. To liaise closely with the Senior Housemistress, Principal and Deputy Principal.
3. To establish friendly, supportive relationships with students whilst maintaining authority.
4. To encourage and secure considerate, social and appropriate behaviour as members of a civilised community on the part of all the students.
5. To supervise and, as appropriate, direct and support boarding students in their academic work outside of lessons.
6. To take responsibility for the night-time security of the appropriate boarding house.
7. To help to organise, share and stimulate activities in the evenings and at weekends.
8. To drive a school minibus to transport students to and from activities, trips and events as appropriate.
9. To accompany trips and visits.

10. To oversee the general comfort and welfare of students and maintain a pleasant working atmosphere.
11. To be available to students to discuss and, where possible, address their problems and concerns relating to academic/pastoral matters and to represent these to the Principal and the Deputy Principal.
12. To undertake such specific duties as are allotted by the Head of Boarding in the form of a Duty Rota.
13. To keep clear written records, following College policies and procedures relating to student welfare.
14. To attend a weekly meeting with the Principal and Boarding House Staff.
15. To participate in training/professional development, as appropriate.
16. To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the house.

The post holder will also undertake such other duties as may be reasonably assigned by the Principal and/or the Deputy Principal.

The salary package will include accommodation in the boarding house and all meals during term time. If the period is extended this would include 2 weeks additional work in any Padworth summer school, or at Padworth's sister school, Bishopstrow College, with more weeks potentially available for a suitable and interested candidate.

This Job Description may be amended at any time after consultation with you.

Padworth College is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and completion of a medical form.