

Job Description – Senior Boarding House Tutor

Reporting To: Senior Housemistress and House Parent

Salary: Competitive

Conditions of Service: The post holder is to be resident and to share responsibility for the running of the boarding houses.

Hours of Work: The post holder will have equivalent to 1 ½ days off per week, by arrangement. Daytime is taken off after wake-up and before the next day's bedtime.

Probationary Period: In accordance with College policy, this appointment is subject to a 3-month probationary period.

Medical Fitness: The offer of appointment at Padworth College is conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.

Main Duties and Responsibilities

- Supervise and care for the boarding students who attend the College.
- Take an active role in ensuring the students' welfare and happiness.
- Implement the College's Health & Safety and Risk Assessment procedures for assigned activities.
- Support management and senior colleagues by demonstrating experience through autonomy, initiative and actions, ideas and solutions.

Activities and Sports

- Plan and prepare in advance a programme of instruction for activities and sports, ensuring that participants receive appropriate instruction.
- Assist with preparation of an instruct/supervise/monitor participation in sports and other activities.
- Help with the organisation of student team-building activities and competitions.
- Monitor use and borrowing of equipment, ensuring it is well maintained and stored appropriately.
- Encourage students to participate in all sports and activities through signing-up systems, notices, announcements, displays and personal contact and by demonstrating enthusiasm.

Academic

- Supervise prep sessions and/or run evening and weekend activities.
- Provide written feedback on students via the report system as required.
- Support the Head of Sport with the PE programme and lessons.

Trips and Excursions

- Accompany weekend trips (according to rota) and excursions, assisting with the supervision of the students and helping to explain the relevance of the places visited.
- Be responsible for sub-groups when either the management and/or senior colleagues want to break a whole school group down to better manage, care and provide for the students.
- Act as deputy to senior colleagues in their absence on outings.
- Drive College vehicles occasionally to assist with transport.

Pastoral

- Carry out pastoral duties, including meal supervision, wake-up and supervision of students during their free time and at bedtimes as directed, demonstrating previous experience.
- Be 'On Call' during the night, looking after students with medical needs, investigating alarm activations (e.g., students trying to access electronics) etc.
- Administer basic medication, keeping robust records, ensuring medicine levels are always maintained.
- Take students to the Local GP, A&E etc., liaising with/keeping colleagues informed.
- Maintain daily cover times of front office, records of attendance and participation etc.
- Ensure that pocket money records are current and that the pocket money procedure is timely for trips.
- Carry out duties associated with the arrangements for arrival and departure days, supporting the programme of activities available for students as they arrive.
- Attend beginning of term staff meetings and contribute as required to other activities and events to ensure the smooth, effective running of the College.

Administration and Leadership

- Under the direction of management, senior colleagues and/or the Head of Sport, take responsibility for certain aspects of the administration of boarding, sports or activities – e.g., the planning of certain trips or activities and/or drawing up Risk Assessments and other necessary documentation.
- Under the supervision of management, senior colleagues and/or the Head of Sport, lead certain trips, excursions or activities.
- Undertake specialist professional development courses to support and enhance the areas of administration and leadership which have been allocated.

All College staff are expected to:

- Work towards and support the College's vision and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Work within the College's Health and Safety Policy to ensure a safe working environment for all staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues.

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- Adhere to College policies.

Appendix

The Administration and Leadership section of this Job Description might include:

- Lead the development and improvement of a specifically assigned part of the College's boarding provision – e.g., healthy eating.
- Lead the research and organisation of a number of weekend trips and activities.
- Lead specifically assigned pastoral duties for the whole boarding team as required.
- Oversee the write-up and summarising of key messages of a termly Boarding Questionnaire.
- Organise a number of age-related house sports competitions and charity sports events in the College each term.
- Attend and successfully complete a Higher Level Certificate – e.g., coaching, football, hockey, netball etc.

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.