

# Member of the Weekend Residential Boarding Team

## - Job Description

### **Purpose of Job**

To assist the Deputy Head (Pastoral) with, and contribute to, the supervision and care of the boarders within the house. Particular responsibility is for the health and general well-being of the pupils.

### **Responsible to**

The headmaster, however in day to day matters the responsibility is to the Deputy Head (Pastoral).

### **Duties**

#### Health & Medical

- To be responsible for the general health and well being of those in the house.
- In the case of any doubt or concern, to refer medical matters to the school nurse/or directly to the doctors' surgery or hospital.
- To respond to medical emergencies as well as routine appointments, escorting pupils as needed to the surgery or hospital.
- To attend any sick pupils in bed in the house, as needed.
- To ensure that appropriate pupil records are kept up to date and that they are stored securely; to liaise with the Senior Matron as appropriate, in order to share any health or medical concerns.
- To administer non-prescription medication and prescription medication, in consultation with the Senior Matron, in accordance with the school's published Medical Care Policy.

#### Pupils and their Parents

- To be responsible, along with other boarding staff, for the care, supervision, cleanliness and presentation of pupils in the house, co-ordinating and liaising with other boarding staff as necessary.
- To be aware of the school uniform and clothing requirements and to ensure that they have all the items they require.
- To be responsible for the good standard of clothing of pupils, if need be to repair clothing, and be responsible for washing clothing in the school laundry during evenings and weekends as required.
- To liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters, in consultation with the Deputy Head of Pastoral and ensure that all conversations and agreements are recorded in log books.
- To contribute to the induction arrangements for new pupils joining the house; to ensure that settling in problems are resolved.
- To provide a sympathetic presence in the house, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with other relevant staff concerning the progress and welfare of pupils.
- To run the pocket money accounts of the pupils in the house, if needed.
- To facilitate the arrival and departure of pupils at any time during term time.

#### Domestic

- After the end of term, to supervise the clearing up and cleaning of the house; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the Deputy Head (Pastoral) to advise on replacement or renewal of bedding, fixtures and fittings.
- To supervise the preparation of the dormitories and bedrooms before term commences, and to carry out a check on furnishings to ensure that they are in good order, repairs have been carried out and the rooms are ready for the boarders' return.
- Ensure the boarders undertake any appropriate jobs within the house and that communal areas and dorms are left clean and tidy.
- Advise the appropriate person if pupils need to be billed for repairs made.

## General

- To take part in such performance management or staff review arrangements made by the school, on not more than an annual basis.
- To undertake supervision duties as directed by members of the SMT.
- To attend boarding meetings as required.
- To be familiar with the school's code of practice for health and safety and its policies and procedures for counteracting bullying, substance abuse and child protection.
- To report any pastoral issues of concern to either the Head, the Deputy Head of Pastoral or the designated senior lead (DSL).
- Ensure that any incidences are recorded in the house log book.
- To carry out such other related duties as may be reasonably required from time to time by the Headmaster or other members of the SMT.

Reviewed July 2021