

## **Head of Boarding and Designated Safeguarding Lead – Advert and Job Description**

We are seeking to appoint a Head of Boarding/ House Parent and Designated Safeguarding Lead, at Terra Nova School for September 2021. This is an exciting time to assume leadership of this important aspect of Terra Nova life as the school looks to further develop boarding after reopening once again September 2019. The successful candidate plays a significant role in the overall pastoral ethos and strategic direction of the school and as such will sit on the School Leadership Team.

Whilst we are not necessarily looking for a couple operating as houseparents, consideration would be made for the right people. The Head of Boarding will work alongside a committed and experienced team of matrons and onsite staff and will be responsible to the Headmaster for all matters related to the Boarding House. The successful candidate will demonstrate sympathy with the vision of Terra Nova, which is to create a forward thinking, internationally minded environment that allows young people to grow, explore, thrive and question.

Terra Nova aims to provide the highest academic standards whilst providing our children with a full programme of extracurricular activity and giving them a real appreciation of moral and ethical values. Whilst we are not necessarily looking for the successful candidate to have a teaching timetable, we of course are keen to hear from people who are able and willing to contribute to other important aspects of school life, of which examples could include Sport, Agriculture or Pastoral Programmes. It will be a requirement of the appointment for the successful candidate to live on site, and suitable, self-contained accommodation will be provided.

To arrange a visit to the school or for any additional information, please contact Melanie Machin by emailing [melanie.machin@tnschool.co.uk](mailto:melanie.machin@tnschool.co.uk)

COVID safe visits to the school or informal Zoom meetings are warmly welcomed and strongly encouraged.

We are committed to safeguarding and promoting the welfare of children. As part of this process, all successful applicants are required to apply for an enhanced DBS disclosure.

Closing Date: Monday 19th April 2021 (applications will be viewed once submitted and the school reserves the right to interview early for the right candidate). Please contact us directly if your notice period dictates an early interview.

Interviews - Week beginning 26th April 2021

## The Head of Boarding role:

The Head of Boarding is responsible for the day-to-day running of the boarding house, for the welfare of the boarders and for leading and managing the boarding team. He or she will also play an important part in promoting boarding in line with the school's aims and objectives. The key responsibilities include:

- To Oversee appropriate training and conduct boarding appraisals;
- To organise and chair regular meetings of the Boarding Team;
- To produce the weekly and weekend rota for House Tutors ensuring that adequate levels of staffing are available;
- To promote all aspects of boarding at Terra Nova, including organising from **me to me** special, one-off events in the evenings and at weekends;
- To ensure the safe arrival and departure of international boarders including collection or drop off from airports and/or railway stations as required;
- To manage the Matrons' team including the organisation of rotas, induction and training; ● To be involved in recruitment of all boarding staff;
- To ensure the school's safeguarding and online safety policies are relevant to boarders and implemented effectively;
- To ensure that boarding provision complies with National Minimum Standards for Boarding at **all mes**;
- To liaise with parents on all issues related to boarding;
  - To be responsible for the organisation of the dormitories, with the Matrons, ensuring that they meet the needs of the children whilst maximising the use of the available beds;
- To develop a rewards and sanctions framework which is applied consistently within the boarding environments;
- To be responsible for the pastoral welfare of the boarders including an element of academic oversight;
- To liaise with form tutors and wider staff on any issues related to the academic performance of full **me** and weekly boarders, ensuring the circumstances of each boarder, their strengths and weaknesses, interests, aptitudes and abilities are identified and known by staff as needed;
- To organise the evening and weekend programmes, including visits and off-site **activities**, ensuring that adequate risk assessments are undertaken in line with the school's Health and Safety and Educational Visits policies;
- To ensure that accurate boarding charges are provided to the Bursar's Office in a timely manner;
- Ensuring that all areas of school life are supported, attending school events where possible and encouraging boarding staff to do the same;
- To **report** termly to Governors on all matters related to boarding.

The Head of Boarding will most likely have experience of boarding, ideally within a prep school,

although this is not essential. The successful candidate will, however, be able to demonstrate:

- A deep sense of compassion for young people and a sensitivity to their needs;
- An **instance** grasp of the value of boarding;
- A vision for boarding in the modern world, including international boarding, and an innovative approach to it;
- An ambition to develop and grow the boarding provision of the school;
- The ability to develop an idea and take it through to completion;
- Excellent interpersonal skills, the ability to relate well to others and a personality that will inspire confidence amongst pupils and with parents;
- Strong communication skills, both written and spoken;
- An ability to remain calm under pressure and the possession of a growth mindset;
- High levels of tact and diplomacy, and good conflict resolution skills;
- An eye for detail and the ability to spot problems and develop solutions;
- The ability to market the school and inspire confidence in the Terra Nova brand;
- Integrity, honesty, energy, patience, enthusiasm, compassion, kindness and a sense of humour

It should be noted that this Job Description is intended to provide a guide to expectations and a final version will be agreed with the successful applicant dependent on the exact nature of their role.