

Terra Nova School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced CRB Check.



Terra Nova School Head of Boarding

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 time to time 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 times;
- 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 acvies, 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 treport 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.

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post.