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| **Job Title:** | Resident Boarding Assistant, Senior Boarding House |
| **Hours:**  |  Full time, Term Time Only (including weekends) |
| **Status:**  | Temporary until the end of the summer term |
| **Responsible to:**  | Head of Boarding, House parent |
| **Functional links with:** | House parents, medical centre and relevant academic departments |
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**Job Purpose:**

To be part of a team who are responsible for the supervision, welfare and development of the pupils in our senior girls Boarding House. Dependent on qualifications and experience, there will be daily tasks expected to support teaching and learning. These may include; cover for absent staff, assisting class teachers, accompanying school trips.

**Main Duties:**

**Boarding**

* Duties in the Boarding House including day time, evenings and weekends (as directed by the Head of Boarding)
* To provide co-curricular activities for the pupils in the Boarding House during the evenings and at weekends
* To assist with boarders’ trips and with boarders’ airport shuttle at the start and end of each term

**Academic**

* To assist in lessons under the direction of the class teacher
* To supervise classes whose teacher is absent
* To accompany a number of school academic trips
* To be responsible for a tutor group

**Co-Curricular**

* To support elements of the school’s co-curricular programme

**Child Protection and Safeguarding:**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Accommodation plus meals during term time are part of the package.

**Date: April 2024**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.



**Qualifications/Experience**

* Degree or Relevant Experience
* GCSE Maths & English (Grade C or above)
* Previous experience of engaging and motivating people
* Previous work experience in an Independent School is desirable
* This role would be suitable for a recent graduate or someone wishing to gain more experience within education.

**Skills/Abilities**

* Strong Administrative and Organisational Skills

**Personal/Professional Qualities**

* Enthusiasm and passion for working in Education
* Effective communication skills
* Sense of humour
* Trustworthy
* Compassionate
* Able to work well within a team