



St. James' School

Job Description and Person Specification

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Hours of work:</p> <p>Responsible to:</p> <p>Purpose of the role:</p>	<p>Boarding Assistant</p> <p>20 Hours Per Week, Flexible between Monday to Sunday</p> <p>Senior Houseparent</p> <p>To assist in maintaining our high standard of care and ensuring the welfare and happiness of all boarding pupils. Their role within the Boarding House is that of a 'bridge' between the more senior staff and the boarders. The aim is that the boarders find them approachable and feel confident in their presence.</p>
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<p>Main Responsibilities:</p>	<ul style="list-style-type: none"> • To supervise boarders in their day-to-day routine, offering help and advice when needed • To be a support in the running of the Boarding Houses. • To keep a particular eye on the younger boarders, supervising homework, running activities, ensuring that they are in bed on time. • To help the Houseparent's at the weekends with a range of activities and outings. • Keeping track of boarders' birthdays and ensuring a card is prepared in time and signed by the boarding community. • Waking boarders in the morning and ensuring they are in bed on time. • Boarding House checks, looking for maintenance issues and reporting to the houseparent on duty. • Assist with the collection of half term and end of term travel arrangements • Supporting overseas boarders and encouraging them to speak English as often as possible. • To be available for the boarders, to talk to when needed • Assist in ensuring the boarding houses are working order for the boarders to return after holidays – includes cleaning, making of beds etc. At the end of term ensuring rooms are empty and clean – bed linen is cleared from rooms for cleaning and dry cleaning is prepared or distributed. • Being on duty during the week and at the weekends as rostered, • Being visible and available to boarders during nominated hours of duty. • Being on duty, as rostered, at the start of each term to welcome the students back and to help them settle in, and on the last day of term to assist with the packing, clearing, and checking of rooms.
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	<ul style="list-style-type: none"> • Ensuring emails and 3SYS are checked regularly during nominated hours of duty. • Ensuring effective communication within the boarding team. • Attending periodical meetings with the boarding team, as required. • Informing the Houseparent's or Head of Boarding of any concerns regarding a pupil. • Encouraging boarders to meet high standards regarding personal hygiene and dress. • Encouraging boarders to establish healthy eating patterns and to take responsibility for their own health in conjunction with the School Nurse and Medical Officer. • Encouraging boarders to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to school. • Help to maintain detailed student records paying particular attention to the confidentiality, privacy and sensitivity of issues. • Liaising with the Boys/Girls Senior Houseparent to plan and book a variety of activities during evenings and at weekends in consultation with the Head of Boarding. • Assisting with evening supervised study. • Checking that all pupils are working in study areas and ensuring that a quiet working environment is maintained throughout study time. • Accompanying boarders on outings when required. • Accompany boarders to parents' evenings and events when required • Supervising morning arrangements and breakfast time within the dining room as arranged by rota, including Prep Breakfast Club. • Checking students into meals and assisting with supervision in the dining hall. • Checking bedrooms for tidiness before the students go to school and before they go to bed, when on duty. • Helping to maintain a nurturing 'home from home' family atmosphere where boarders may feel free to approach boarding staff to talk through any issues. • Adhering to guidelines laid down in the Staff Handbook and Pupil Handbook. • Being on duty at other times as required by the Head of Boarding or the Headmaster. • Boarding Assistants must have up to date safeguarding training and be fully aware of School procedures. <p>This list is not intended to be exhaustive, and you may be required to undertake other comparable duties as St James' School requires from time to time.</p>
<p>Monitoring, Assessment, Recording, Reporting, and Accountability</p>	<p>Boarding Assistants are expected to make a regular contribution to the co-curricular life of the school, through involvement in extra-curricular clubs, societies and activities and through attendance on academic, pastoral and co-curricular school trips.</p>
<p>Professional Standards & Development</p>	<p>All members of staff are expected to show evidence of a continuing interest in professional and personal development and to consider the needs of the school and its development plans when planning Continuing Professional Development.</p>

St. James' School supports staff with a wide range of internal and external inset opportunities, including internally delivered teaching and learning sessions.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	Degree level	A recognised teaching qualification, or any other stream relevant to the role.	Production of the Applicant's certificates
Experience:	Experience of working with young children or education background.		Contents of the Application Form Interview Professional references
Skills:	Growth mindset Excellent communication skills Resilience and determination The ability to be creative and innovative A reflective practitioner with strong organisational skills and the ability to meet deadlines Empathy for students, parents, staff and the community		Contents of the Application Form Interview Professional references
Knowledge:	Understanding of safeguarding and appropriate professional boundaries The ability to contribute to an important area (or areas) of school life (e.g. sport/academic/music/drama)		Contents of the Application Form Interview Professional references
Personal competencies and qualities:	Adaptability and show good judgement Have energy, drive, enthusiasm, a positive manner, and a sense of humour Sympathy with the values and ethos of the school		Contents of the Application Form Interview Professional references