



## JOB DESCRIPTION

**Title:** Deputy Head of Boarding

**Responsible to:** Head of Boarding

### **Job Purpose**

The Deputy Head of Boarding will, together with the Head of Boarding, lead, develop and manage boarding provision, including Homestay, to ensure the highest standards of care and excellent outcomes for students.

The Deputy Head of Boarding will fulfil the role of a Boarding Tutor, being responsible for the welfare and supervision of all students in boarding accommodation, working as part of the Exeter Mathematics School (EMS) Pastoral Team to ensure that the highest standards of care and support are provided for students.

### **Main Responsibilities**

1. To fulfill the role of Boarding Tutor
2. To lead and support Boarding Tutors
3. To develop and manage the implementation of boarding practices

#### **1. To fulfill the role of the Boarding Tutor**

- 1.1 To provide live-in supervision of students between Monday and Thursday during the School term and for additional residential courses and events.
- 1.2 To manage the running of boarding accommodation by maintaining stocks, monitoring, managing maintenance issues and supporting students and their tutors to uphold the Terms and Conditions in their Residential Agreement.

- 1.3 To ensure support effective communication by appropriately sharing information, leading aspects of team meetings and communicating regularly with parents and carers.
- 1.4 To identify and embrace training and development opportunities and commit to reflective practice.
- 1.5 To create a welcoming and homely environment for students, guiding and supporting them towards independence: cooking healthy meals, managing personal hygiene, laundering clothes, managing conflicts and maintaining a clean room.
- 1.6 Complete all the routines and duties outlined in the Boarding Tutor Handbook.

## **2. To lead and support Boarding Tutors**

- 2.1 To model excellence in your role as Deputy Head of Boarding.
- 2.2 To fulfil the role of line manager for other Boarding Tutors.
- 2.3 To work closely with the Head of Boarding to identify training and development opportunities and to support boarding tutors to take advantage of these.
- 2.4 To provide support and advice to boarding tutors whilst on duty.
- 2.5 To ensure that boarding provision is effective, leading to student experience and outcomes which are excellent.
- 2.6 To provide on-call overnight cover when required.

## **3. To develop and manage the implementation of boarding practices**

- 3.1 To work closely with the Head of Boarding to ensure that boarding provision is effective, leading to excellent experience and positive outcomes for students.
- 3.2 To work collaboratively with the Head of Boarding to review and update boarding policies and routines.
- 3.3 To ensure boarding practice is aligned with best practice by regularly reviewing provision and taking action to improve it.
- 3.4 To ensure Boarding Minimum Standards are met and exceeded.
- 3.5 To manage a boarding building, ensuring full compliance with Health and Safety, implementing a pro-active maintenance plan, managing building checks and coordinating contractors.

- 3.6 To ensure Data Protection and Safeguarding requirements are met in boarding.
- 3.7 To remain up to date with safeguarding training at least to level 3.
- 3.8 To be accountable to the Head of Boarding, Governors and Senior Leadership for the development and implementation of Boarding policies and practice.
- 3.9 To cover the Head of Boarding when they are not available, adapting your working hours to be effective in this role.

#### **4. Additional Duties**

- 4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.