



**REGENTS INTERNATIONAL SCHOOL  
PATTAYA**  
A NORD ANGLIA EDUCATION SCHOOL

## *Role Description - Head of Boarding House*

**Responsible to:** Head of Boarding

**Responsible for:** All matters relating to the duty of care of all Boarders and Day Pupils within the Boarding House.

**Duties:**

1. To be responsible to the Head of Boarding for the care, welfare and behaviour of pupils in the House, liaising with relevant middle and senior managers in all other departments of the School to ensure this overall duty of care is fulfilled.
2. To create an attractive physical environment in the House and to develop a warm and caring atmosphere to reflect the ethos of the school, appropriate to the age and gender of the pupils.
3. To respect the cultural differences of the students and nurture a caring environment where culture and religion is respected.
4. To be familiar with and implement all boarding policies, guidelines, and handbooks
5. To enable each pupil to receive the support needed to achieve their full potential whilst in the school through academic work (including homework) and participation in activities, both school-wide and house based.
6. To be available to parents, especially at arrival and departure times; to provide a warm welcome and hospitality at these times to both parents and to other visitors. To maintain regular telephone and e mail contact with parents as situations may demand.
7. To be responsible to the Head of Boarding for the management of staff within the House team, including the management of performance related issues.
8. To ensure that good communication is maintained with all ancillary services, including the Maintenance Department, Bursar and Transport.

9. To ensure that safe travel and hosting arrangements are in place for weekends and holidays, including the preparation of travel documents, passports and visas in conjunction with the Visa Officer.
10. To carry out risk assessments and to take responsibility as Trip Leader for boarding trips on a rota basis, following the school Trip planning procedures.
11. To provide induction for new staff and on-going training and professional development for all staff working in the House.
12. To hold regular meetings of House staff to discuss routine and non-routine items
13. To ensure that House duties are covered adequately at all times, and that rosters are published at the beginning of each term.
14. To attend meetings of Heads of House and to work as part of the team.
15. To keep such records as may be required by the Head of Boarding, and ensure that these records are up to date and accessible to staff.
16. To provide reports as required by the Head of Campus or other Senior Managers
17. To administer pocket money and house accounts and to present these for audit annually.
18. To be responsible for Health and Safety procedures within the House and its vicinity, and to report H&S matters as a matter of urgency to the Head of Boarding.
19. To play a full and active part in the provision and/or positive encouragement of extra-curricular activities on a House and School wide basis
20. To ensure that all pupils play a full and active part in school activities and to promote the speaking of English within these activities and in the boarding environment.
21. To ensure that all boarders are well mixed in their routine activities so that English language becomes more natural to non native English speaking boarders.
22. To be in residence 24 hours before and after the commencement and termination of the school term to ensure all preparation and clearing away is completed. Holiday entitlement, apart from above, will be as per the published school holidays.
23. To provide up to date information to Head of Boarding for inclusion in newsletters and the school website.
24. Any other reasonable duties that are assigned by your line manager
25. To participate in any arrangements for the appraisal of his/ her performance and that of other Boarding Parents

26. To review further training and development
  - (a) review from time to time his/ her methods and programs of work;
  - (b) participate in arrangements for his/ her further training and professional development
27. (c) take additional responsibilities as required by the Principal in order to ensure the smooth and effective running of the School
28. To attend school activities as directed by the Principal. This may include open days, school productions, school discos, sports fixtures, camps, trips and visits, which may take place outside of the normal working day including at weekends. A School calendar of such events is produced prior to the start of the school year, but is subject to revision with reasonable notice. Boarding parents must also play a full and active part in the provision and/or positive encouragement of extra-curricular activities on a House and School wide basis
29. To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere
30. To participate in meetings at the School which relate to the curriculum for the School or the administration or organization of the School, including pastoral arrangements;
31. To supervise and so far as practicable teach any pupils whose teacher is not available
32. Management
  - (a) contribute to the selection for appointment and professional development of other Boarding Parents and non-teaching staff, including the induction and assessment of new and probationary staff
  - (b) co-ordinate or manage the work of other Boarding Parents;
  - (c) take such part as may be required of him/ her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School
- II. The Boarding Parent shall be available to perform such duties at such times and such places as may be specified by the Principal to be allocated reasonably throughout those days in the year on which he/ she is required to be available for work.
- III. The Boarding Parent may be required to undertake overnight supervision provided that the supervision, as required by the Principal, should be undertaken on a rotating basis with the other Boarding Parents.
- IV. The Boarding Parent shall, in addition to the requirements set out in paragraphs (I) and (II) above, work such additional hours as may be needed to enable her to discharge effectively his/ her professional duties, including in particular weekend and overnight care and the writing of reports on pupils. These examples are not exhaustive and are by way of illustration only.

**Hours of Work:** The nature of the role demands ‘hours as required’. However, the role is full time and generally equates to four weekday days per week, and one weekend in two.

The following table gives an **example** of a typical working pattern for a full time member of boarding staff.

Week 1		
	Morning	Evening
Monday	7am - 8.30am	3.30pm - 10.30pm
Tuesday		
Wednesday	7am - 8.30am	3.30pm - 10.30pm
Thursday	7am - 8.30am	3.30pm - 10.30pm
Friday	7am - 8.30am	3.30pm - 10.30pm
Saturday	8am – 10.30pm	
Sunday	8am – 10.30pm	

Week 2		
	Morning	Evening
Monday	7am - 8.30am	3.30pm - 10.30pm
Tuesday		
Wednesday	7am - 8.30am	3.30pm - 10.30pm
Thursday	7am - 8.30am	3.30pm - 10.30pm
Friday	7am - 8.30am	
Saturday		
Sunday	3.30pm to 10.30pm	

# *Safeguarding, Child Protection and promoting the welfare of children in our care*

All of our staff will

- Ensure they are familiar with and follow our safeguarding policy and all other safeguarding related policies e.g. Codes of Conduct, guidance for safe working practice.
- Be subject to safe recruitment processes and checks prior to starting at the school/organisation (unless an action plan/risk assessment is in place to ensure the staff member is supervised until all checks are completed).
- Be alert to signs and indicators of possible abuse.
- Listen to and take seriously the views and concerns of children.
- Record any concerns and report these to the Designated Safeguarding Lead (DSL).
- Follow the procedures outlined in our safeguarding policy when/if concerned about any child.
- Support students, staff or other adults who have concerns, or who are the subject of concerns, to act appropriately and effectively in instigating or cooperating with any subsequent process of investigation.
- Undertake appropriate child protection/safeguarding and safe recruitment training (and refresher training as required by Nord Anglia Education).
- Recognise that if their behaviour inside or outside the workplace breaches the NAE code of conduct and/or the guidance for safe working practice, this may be considered a disciplinary or even criminal matter.