

# The Royal Alexandra and Albert School

## Resident Non-Teaching Boarding House Tutor Job Description

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**Post Title:** Resident Non-Teaching Boarding House Tutor

**Responsible to:** Head of House in the performance of in-House supervisory duties and co-curricular activities/Deputy Head of House

The role of a Resident Non-Teaching Boarding House Tutor will include extra-curricular activities and other aspects of pastoral care within the stipulated 45-hour duty time when it is anticipated that it will be necessary to have an involvement in such activities. However, delivering pastoral care is a key part of your duties and the ad hoc nature of its provision means that the reference to 45 hours for such duties is a guide and not a limit.

A Resident Non-Teaching Boarding House Tutor is provided accommodation for the better performance of his/her duties by the School, either in a boarding house or otherwise. They are expected to be in residence 48 hours before the commencement the school term

The Resident Non-Teaching Boarding House Tutor shall assist the designated Head of House in the routine operation of the boarding house and be responsible for the good order and discipline of the house at all times when on duty. S/he shall take an interest in the welfare and progress of all the students in the house and support the house as appropriate in-house activities, house competitions and the like.

S/he will play an active in the pastoral care of the pupils through structured and unstructured contact with them. Given the differing needs of our pupils this requirement cannot be met solely through structured activities and you will be required to be available to deal with pupils who have questions or concerns at any reasonable time of the day or night subject to the wider rules of the School concerning meeting with pupils at suitable times and locations. Your provision of such ad hoc care will be considered as part of your annual appraisal.

The Resident Non-Teaching Boarding House Tutor shall ensure their duties are carried out in line with the guidance in the Boarding Staff Handbook, School policies and procedures and in a manner which conforms to the National Minimum Standards for Boarding.

All employees and volunteers are required to comply with the relevant legislation and guidance in relation to working with and the protection and safeguarding of children and young people. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concern immediately to the School's Child Protection Liaison Officer, Deputy Head- Director of Boarding or the Headmaster.

The grounds of the School are not fenced and there is no way of controlling members of the public accessing the site or of pupils leaving it without approval. There are also a number of natural hazards in the grounds including lakes and woodlands. Whilst on the School's grounds you have a responsibility to keep a lookout for members of the public entering the grounds and posing a threat to the pupils as well as any pupils taking part in activities on the lakes or other areas that could put them at risk. When you are away from the School you continue to have an obligation to monitor the behaviour of any pupils away from the School and provide assistance to them if necessary.



Ambition



Courage



Integrity



Respect

The job may involve any or all of the following specifications. Above all, there is an expectation of a figure who is generous with their time and responsive to the needs of the students. The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative to be applied.

### **Allocation of Boarding Hours**

Subject to the above, the Resident Non-Teaching Tutor will have one full day off duty in the week and will undertake 45 hours per week of boarding duties plus an additional 3 hours to be worked as required. These consist of the following:

- Up to three 4 to 5 pm activities.
- 3 hours of SAN escort Duty.
- Cover at various points during the day (Wake ups, morning breaks, lunchtime and after school).
- At least three 3 duty blocks (including weekend cover).
- Supervision may be required in the dining hall at breakfast time and other situations supported by boarding hours either within the house or boarding environment.
- This equates to the contracted time per week.
- Staff may end up banking hours over time due to not being fully utilised each week. However, the Deputy Head of House may be asked upon on occasion to cover if an emergency occurs and this in the first instance is covered by the HOH, DHOH or NTT.

### **Pastoral Role**

- To work alongside the Head of House to create a positive atmosphere within the House which is supportive of the school as a centre for teaching and learning, and to develop a culture which is:
  - based on high standards and expectations
  - both caring and demanding
  - shows commitment to the needs of all pupils
  - where pupils show pride and responsibility towards the House which sets the foundation for House discipline, mutual support, and tidiness/care of the House physical environment
- Take responsibility for the organisation and operation of the House as directed by the Head of House.
- To ensure a pro-active role in the House by being present as much as possible.
- To be in residence 48 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 the published school holidays.
- Other than in exceptional circumstances and with the agreement of the Deputy Head- Director of Boarding, resides in his/her boarding house whilst the School is in session.
- Undertake such other duties connected with boarding in the School as the Headmaster or Deputy Head – Director of Boarding may from time to time reasonably require.
- Cover any short term absences of Boarding House Staff as directed by Head of House.

### **Domestic Role**

- To be in residence 48 hours before and after the commencement and termination of each school term to ensure all preparation and clearing away is completed as directed by the HOH and Deputy Head- Director of Boarding.
- To contribute to the domestic operation of the House.
- To assist in maintaining a stimulating and pleasant living environment which pupils respect and where they feel valued and secure.
- To liaise with the School Medical Centre on pupil health matters as appropriate and to accompany pupils to emergency hospital treatment, where necessary.



**Ambition**



**Courage**



**Integrity**



**Respect**

- To ensure that pupils are escorted, by a member of staff, to the dining room and other named destinations on those occasions when the House is part of a school event.
- May be required to supervise Breakfast and Tea in the Dining Hall as part of the Duty Rota.

### **Behaviour and the Learning Environment**

- To ensure sufficient adult presence at all times to support good pupil behaviour in the House.
- To ensure that prep is supervised by a member(s) of staff and is in accordance with School guidelines, so that a good atmosphere and environment supporting quality learning is maintained.
- To ensure that all confidential information is dealt with tactfully and in a discreet way.
- To encourage individual pupils' academic progress through the pupil diary.

### **Administration**

- To use the daily House Diary in accordance with House procedures.
- To complete the House Incident Books in accordance with House procedure.
- To alert the Head of House over any concerns relating to Health and Safety matters in line with school policy. Contribute to the House Development Plan.
- To embrace and participate in the annual Boarding Staff Appraisal programme.
- Regular attendance at House assembly on a Tuesday.

### **Other**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos and aims of the School
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



**Ambition**



**Courage**



**Integrity**



**Respect**