

Appointment information for the post of Assistant Head of Boarding at Campbell College

1. Description of the Post

The Assistant Head of Boarding at Campbell College is responsible to the **Head of Boarding and to the Headmaster** for

- (a) assisting the Head of Boarding to lead and manage the team of staff which has day-to-day responsibility for ensuring that the social, pastoral and educational needs of all boarders are fully and consistently met
- (b) assisting the Head of Boarding in supporting each pupil to achieve his/her potential
- (c) developing boarding in the school; recruiting and ensuring the proper induction of additional boarding pupils, so that boarding numbers continue to increase
- (d) assisting the Head of Boarding to assess the suitability of all applicants for boarding places at the school and advising on whether or not they should be admitted
- (e) advising the Head of Boarding on all matters relating to boarding, including the provision of appropriate accommodation and facilities
- (f) ensuring that the contribution which boarding makes to the character of the school is sustained and, where possible, developed, so that boarding remains an integral part of Campbell College as a whole

2. Principal Duties and Responsibilities

The Assistant Head of Boarding is expected:

- (a) to be available to parents to welcome them and any other visitors to School House.
- (b) to be responsible to the Head of Boarding for the management of staff in the Boarding Department team.
- (c) to assist the Head of Boarding in leading and managing those members of staff, teaching and support, on whom the efficient and effective running of the boarding department depends. This will include the following:

- organising a day-to-day structure which provides a caring and purposeful environment for all boarders
- organising and monitoring an appropriate supervision schedule for all boarding pupils
- maintaining close and effective links with boarders' parents and guardians and with all those responsible for teaching them at the school, to ensure that each boarding pupil's individual social, pastoral and educational needs are taken fully into account, and that the responses to them are appropriate
- recruiting, inducting and supporting the professional development of the members of staff involved with boarding, ensuring all are clear about their roles and responsibilities, and well supported in carrying them out
- establishing and maintaining standards of behaviour, conduct and appearance amongst boarders consistent with those set for pupils in the school as a whole
- attending all meetings, as required
- ensuring all records are kept in accordance with the School's code of practice
- liaising with the School Medical Officer and Matron to ensure that appropriate medical provision is in place.
- liaising with the General Manager and Facilities Manager to ensure the Boarding Department is a secure and safe environment
- making arrangements to ensure that the allocation of beds and study rooms is carefully and appropriately done
- establishing and reviewing arrangements to monitor the attendance and punctuality of boarding pupils
- liaising with the parents and family contacts of boarders on all relevant matters, especially those arising from illness and travel arrangements
- preparing and implementing an appropriate programme of activities for boarders after school and at weekends
- preparing for the annual inspection by Social Services and promptly enacting any recommendations
- ensuring that the boarding department is compliant with all Health and Safety requirements.

(d) to be in residence 24 hours before and after the commencement and conclusion of the school term to ensure all preparation and clearing away is completed.

(e) to make recommendations to the Head of Boarding with regard to accommodation and facilities for boarding and how they can best be developed.

(f) contribute to an annual performance review at which progress towards achieving the targets agreed for the year can be considered and new targets for the coming year agreed.

(g) to teach at least one subject in the school's curriculum for an agreed number of hours in each week.

(h) to undertake such other duties and responsibilities as may reasonably be required.

3. Personnel Specification for the Post and Criteria for the Appointment

(a) Essential criteria

- Hold an honours degree in a subject area in which you currently teach.
- Be a qualified teacher recognised by the Department of Education.
- Have at least three years experience, within the last seven years, of working within a school boarding community as a boarding master or mistress.
- Be prepared to live within school accommodation, during term time, in the new extension to the Boarding Department provision.
- Be able to demonstrate that you have initiative, imagination, energy, enthusiasm and commitment.

(b) Desirable Criteria

- Have the experience and/or qualifications which would enable you to make a strong contribution to other areas of school life beyond the classroom.
- Have at least two years experience, within the last five years, of working within a school boarding community as a resident boarding master or mistress.
- Have experience of teaching to GCSE and/or A Level within your subject specialism.

4. The Application Procedure

Candidates for this post are asked to note that:

- (a) they should complete the application form that accompanies this application process.
- (b) the closing date for applications will be 12 noon on Thursday 8th December 2011.
- (c) applications will be acknowledged only if an e-mail address is provided.
- (e) all shortlisted candidates need to be available to attend an interview at the College during the course of week beginning 12th December 2011.

- (f) all shortlisted candidates may be invited to teach a 30 minute lesson in their subject specialism.
- (g) the successful candidate is expected to start in this role in August 2012, and to live in the three bedroom, family accommodation that attends the new boarding provision.
- (h) the remuneration package that attends this position reflects the importance of the post, the range of duties and the responsibilities associated with the role.

Candidates should note that failure or refusal on their part to agree to either a medical examination or a police and criminal records check, if one or both are required, will automatically disqualify them. An unsatisfactory medical report, if sought, and/or a negative police and criminal records check, if made, will also disqualify an applicant.

All matters connected with this appointment will be dealt with in a strictly confidential manner.

Campbell College is an equal opportunities employer.