



Job Description

Stanborough Secondary School

Head of Boarding

Main Functions: To provide strategic and operational leadership for the boarding provision, ensuring outstanding standards of care, welfare, safeguarding and personal development for boarders in accordance with the National Minimum Standards for Boarding Schools, Keeping Children Safe in Education, and relevant statutory guidance.

Responsible To

Headteacher

Responsible For

Boarding House Staff, Resident Tutors, Boarding Assistants, Night Staff and other boarding personnel.

Key Responsibilities

1. Strategic Leadership

- Lead the development and implementation of the boarding vision and strategy.
- Promote a boarding ethos that reflects the school's values and boarding principles.
- Contribute to whole-school strategic planning and improvement.
- Monitor and evaluate boarding provision and implement improvement plans where required.
- Ensure boarding policies and procedures remain compliant and effective.

2. Safeguarding and Child Protection

- Ensure safeguarding is central to all boarding practice.
- Maintain a safe, secure and protective environment for all boarders.
- Ensure all concerns are reported and managed in accordance with safeguarding procedures.
- Work closely with the Designated Safeguarding Lead and external agencies where appropriate.
- Ensure boarders understand how to access support, advocacy and help.
- Promote a culture where students feel safe, listened to and respected.

3. Boarder Welfare and Wellbeing

- Oversee the physical, emotional and mental wellbeing of boarders.

- Ensure effective systems are in place to support students experiencing difficulties.
- Develop positive relationships with boarders and maintain visibility throughout the boarding community.
- Ensure boarders receive appropriate guidance, supervision and support.
- Promote healthy lifestyles, resilience, independence and personal growth.
- Monitor the wellbeing and progress of individual students.

4. Boarding Operations

- Lead the day-to-day management of the boarding house.
- Ensure boarding accommodation is safe, welcoming, suitable and well maintained.
- Manage room allocations and occupancy arrangements.
- Ensure appropriate risk assessments, records and documentation are maintained.
- Oversee health and safety compliance within boarding facilities.
- Ensure students have access to suitable recreational and enrichment opportunities.

5. Behaviour, Relationships and Inclusion

- Promote positive behaviour, mutual respect and strong relationships.
- Foster a culture of kindness, inclusion and diversity.
- Implement effective anti-bullying strategies.
- Ensure fair, consistent and restorative approaches to behaviour management.
- Support students from diverse backgrounds and cultures and promote equality of opportunity.

6. Staffing and Supervision

- Recruit, induct, support and manage boarding staff in line with safer recruitment requirements.
- Organise staffing rotas to ensure appropriate supervision and staffing levels at all times.
- Conduct performance management and professional development reviews.
- Ensure all staff receive regular safeguarding and boarding training.
- Promote a culture of accountability, professionalism and continuous improvement

7. Parent and Guardian Partnerships

- Develop effective partnerships with parents, carers and educational guardians.
- Communicate regularly with families regarding welfare, progress and boarding matters.
- Ensure concerns and complaints are managed promptly and professionally.
- Maintain accurate records of communication and key decisions.

8. Compliance and Inspection Readiness

- Ensure compliance with National Minimum Standards for Boarding Schools and relevant legislation.
- Lead preparations for boarding inspections.
- Maintain all required policies, records and evidence.
- Produce reports for senior leaders and governors.
- Implement actions arising from inspection findings and audits.

9. Student Voice

- Ensure mechanisms exist for boarders to contribute their views and influence boarding provision.
- Support boarding councils, surveys and consultation processes.
- Act upon boarder feedback to improve provision.

10. Additional Duties

- Participate in residential duties, emergency on-call arrangements and school events as required.
- Undertake any other reasonable duties commensurate with the post.

PERSON SPECIFICATION

Essential Qualifications

- Degree level qualification or equivalent.
- Appropriate safeguarding training or willingness to undertake training.
- Evidence of continuing professional development.

Essential Experience

- Significant experience working in a boarding school or residential educational setting.
- Experience of managing staff and leading teams.
- Experience of safeguarding children and young people.
- Experience of pastoral care and student wellbeing support.
- Experience of working with parents and external agencies.
- Experience of policy implementation and compliance monitoring.

Essential Knowledge

- Current safeguarding legislation and guidance.
- National Minimum Standards for Boarding Schools.
- Child development and adolescent wellbeing.
- Health and safety requirements within residential settings.
- Equality, diversity and inclusion principles.
- Safer recruitment practices.

Essential Skills

- Outstanding leadership and management skills.
- Strong interpersonal and communication skills.
- Excellent organisational and administrative skills.
- Ability to manage complex situations calmly and effectively.
- Strong record-keeping and report-writing skills.
- Ability to inspire confidence in students, staff and parents.

Personal Qualities

- High levels of integrity and professionalism.
- Warm, approachable and empathetic.

- Resilient and adaptable.
- Committed to student welfare and achievement.
- Visible and proactive leader.
- Strong commitment to safeguarding and inclusion.

Desirable

- Boarding management qualification or equivalent.
- Experience of inspection preparation and leadership.
- Residential experience in an independent or state boarding school.
- Mental health or wellbeing qualification/training.
- First Aid qualification.

The postholder will be expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people, maintaining professional boundaries and adhering at all times to school policies, statutory guidance and the National Minimum Standards for Boarding Schools. All appointments are subject to enhanced DBS checks, satisfactory references, identity checks, prohibition checks and other safer recruitment procedure.