

WYMONDHAM COLLEGE JOB DESCRIPTION

BOARDING HOUSE SUPPORT ASSISTANT

Line Manager's job title:	Head of House
Salary:	Point 5-6 of the Support Staff Scale FTE £25,583 – £25,989 per annum Pro rata £20,666 – £21,369 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term Time Only
Hours per week:	38.75

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a **Boarding House Support Assistant**.

As a Boarding House Support Assistant you will be responsible to the Head of House for the supervision of and pastoral care of students when they are in the House. You will also take a leading role dealing with early student attendance issues and support the Pastoral Support Assistant to ensure tracking of student progress following exclusions is robust. Boarding House Support Assistants will receive additional training, where required, so that they can support Heads of House dealing with safeguarding issues and risk management strategies, and more significant behaviour events.

The ideal candidate will be a strong team player with an approachable disposition, but who is authoritative and able to communicate effectively at all levels. The successful candidate will be able to act on their own initiative and in a patient and calm manner be self-motivated and organized.

Confident IT skills when using information and communications technology, including the Microsoft Office package is essential.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Boarding House Support Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a **Boarding House Support Assistant** are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.
- Previous experience in a role working with young people
- Previous experience of dealing with attendance or safeguarding issues would be desirable but is in no way essential.

JOB SPECIFICATION

General Responsibilities

The **Boarding House Support Assistant** is responsible for responsible for the welfare and behaviour of students when in the Boarding House during the day. This will include behaviour management, pastoral issues, general administration and housekeeping. The Boarding House Support Assistant will also be responsible for providing administrative support to the Head of House and Deputy Head of House, in maintaining student records, welfare plans and communicating with parents. Boarding House Support Assistants will work on attendance case studies, and support House senior staff with the creation and reviewing of Risk Management Strategies, for those students who need additional support in College.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Students and their Parents

- Staff the boarding house communal areas during nominated hours of duty;
- Supervise pupils during non-timetabled time when present in boarding house;

- Exercise pastoral care of pupils (in accordance with Individual Care Plans and Risk Management Strategies where appropriate), attend TAC and parental meetings where required and support pupils' emotional, cultural and intellectual development;
- Assist House leaders in maintaining House discipline and implement the College behaviour policies;
- Assist the HoH and DHoH in maintaining student records, welfare plans, and individual care plan records;
- Lead on early attendance intervention, following College procedures and logging outcomes as require;
- Support House Leaders with the creation and timely review of Risk Management Strategies, for those students needing more significant support;
- Provide administrative support to House staff dealing with more significant behaviour incidents, where records of meetings are required;
- Respond to parents' enquiries by email, phone or in person, referring to the house leader where appropriate;
- Contribute to the induction arrangements for new students joining the House, ensuring that any 'settling in' problems are resolved.
- Provide a sympathetic presence in the House and be sensitive to those who are having difficulties coping with College life, liaising closely with other relevant staff concerning the progress and welfare of students.

Health and Medical

- Be responsible for the general health and wellbeing of those in the House, being available to students for discussion of routine medical issues.
- In the case of any doubt or concern, refer medical matters to the College Nurse/medical staff or directly to the Doctors' surgery or hospital.
- Be responsible for the wellbeing of any day students who are unwell, whilst making arrangements for them to be collected by parents.
- Ensure that appropriate student records are kept up to date and that they are stored securely, liaising with College medical staff as appropriate, in order to share any health or medical concerns.
- Provide first aid, initial medical support and administration of non-prescription medicines to students in line with WCMC protocols and attend appropriate 'updating' training sessions as necessary.
- To be familiar with the College's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection.

Domestic

- Direct and assist students with the preparation of their laundry and ensure the laundry routine is completed.
- Participate in a programme of continual risk assessment within the House as required by Health and Safety guidelines.

As part of the House staff team

- Ensure house log books are kept up to date and ensure any significant events during your shift are handed over appropriately before finishing the shift.

- Before starting your shift, ensure you have read any relevant notices and/or comments in the house log and that you have received any required briefing.
- Participate in the instruction and induction of new staff in the House.
- Attend regular team meetings as required by the Head of House.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time only
Hours per week	38.75 per week
Normal working Pattern	Monday to Friday 09:00-17:15
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points **5-6** of the Support Staff Salary Scale
- FTE Salary: £25,583 – £25,989 per annum
- Pro rata salary: £20,666 – £21,369 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **21.6%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

The annual salary will change each year depending on the days and weeks in the academic year.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.