

**WYMONDHAM COLLEGE PREP SCHOOL
JOB DESCRIPTION****Deputy Boarding House Manager (DBHM)
Full Time, Permanent**

Line Manager:	Assistant Headteacher – Pastoral & Head of Underwood Hall
Salary:	£24,054 per annum
Residential Status:	Fully Residential in Boarding House

THE POST

The successful applicant will be part a team who are responsible for the academic supervision and pastoral care of 32 Year 5 and Year 6 boarding pupils. They will deputise for the Head of House to ensure the delivery of high-quality boarding provision.

The post is fully residential and the successful applicant will be provided with a one bedroom flat within the Boarding House for the better performance of their duties. The successful candidate will be required to reside in the designated accommodation while the School is in session. This will be provided free of rent, utility bills and Council Tax.

Wymondham College Prep School is a member of the Sapientia Education Trust (SET).

On initial appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all boarding staff are:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, empathetic, calm and professional under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent inter-personal and communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents/carers and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about learning;

- Passion for working with primary aged children;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and boarding.

The professional competencies expected of a DBHM are:

- Have a successful track record of working in boarding education in either the state or independent sector;
- Have previous experience of impacting on pupil outcomes with a proven track record of total commitment to helping every pupils achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for pupils and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and pupils; including ensuring effective transition for pupils to Wymondham College;
- Liaise and work with partner schools and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the Prep School at Open Evenings and all other events;
- Have very high expectations of pupils at all times

JOB SPECIFICATION

General Responsibilities

The DBHM is responsible to the Assistant Headteacher – Pastoral and Head of Underwood Hall for the operation of the boarding house in accordance with the National Minimum Standards for Boarding Schools and School/Trust Policies.

They are responsible for setting a positive tone in the house, for planning the effective use of house resources (including staff and delegated budgets), for the welfare, pastoral care, attainment, and progress of all pupils residing in the house, for the good order and discipline of all members of the House and for leading the house team of boarding and other support staff.

Wymondham College Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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.

Specific Responsibilities

- Be responsible to the Assistant Headteacher – Pastoral and Head of Underwood Hall for all matters pertaining to the good order of the house and the behaviour, welfare and pastoral care, attainment and progress of the pupils who reside in Underwood Hall;
- Other than in exceptional circumstances and with the agreement of the Assistant Headteacher – Pastoral and Head of Underwood Hall, reside in his/her boarding house at least five nights a week whilst the School is in session;

- Refer pupils matters relating to Safeguarding to the Designated Safeguarding Lead as required in the School's Safeguarding Policy;
- Cover teaching responsibilities, or other responsibilities within the school, where necessary and depending on qualifications/experience;
- Develop an appropriate range of house activities, taking account of the needs and interests of all pupils, paying attention to the needs of boarders;
- Assist the Assistant Headteacher – Pastoral and Head of Underwood Hall Head of House with monitoring the performance of all boarding pupils against agreed targets, intervening as required to support their academic performance, behaviour, attendance, participation in co-curricular life or general welfare;
- Liaise and communicate with parents and carers of pupils in the Underwood Hall as necessary;
- Participate in the duty rota for the supervision of meals and other duties within the School as directed;
- Operate the house in accordance with School/Trust policies and procedures and in a manner which conforms to the National Minimum Standards for Boarding Schools;
- Ensure that pupils in the House make full use of co-curricular opportunities and that they adhere to the high standards of discipline and appearance;
- Manage the delegated house budget, the House Bank, and any other funds for which they are responsible, efficiently and within Trust financial procedures;
- Participate in the promotion of the Prep School, including assistance as required with the interviewing of candidates for boarding places, the organisation of house open days and open evenings and the attendance at marketing events;
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity;
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy and any school-specific procedures / rules that apply to this role;
- Demonstrate high standards of personal and professional standards of conduct;
- To carry out any other appropriate tasks as requested by the Assistant Headteacher – Pastoral and Head of Underwood Hall and the Headteacher.
- Participate in appropriate professional development activities and the Performance Management scheme in operation at the Prep School.

REMUNERATION

The DBHM salary is paid at a spot rate of £24,054 per annum.

The post will be paid at a competitive salary. The post will not attract additional allowances or emoluments. All payments are pensionable under the Local Government Pensions' Scheme.

The post holder will be provided with a flat, which will be free of charge. For Inland Revenue purposes, a nominal cost for gas and electricity provided is treated as a P11D benefit in kind.

DRESS CODE

The post holder will be expected to wear appropriate attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that children, staff and visitors are able to identify Wymondham College Prep School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of 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.

REVIEW

The Job Description will be reviewed annually as part of the College's Performance Management programme.