



# FOREMARKE HALL

REPTON PREPARATORY SCHOOL

## Boarding Houseparent

*Repton School and Foremarke Hall in the UK are part of a global family of schools. Teachers at Repton and Foremarke Hall should, throughout their professional practice (classroom, pastoral and co-curricular), consider opportunities for collaborative work between the two schools and with international partners. The Head of Department is the first reporting point for such proposed developments.*

<b>Core Purpose</b>	To lead the Burdett Boarding House team and to ensure the welfare of each boarder within the House
<b>Post Tenure</b>	Permanent
<b>Reporting to</b>	Head of Boarding
<b>Team Responsibilities</b>	Member of the Boarding Team
<b>Expectations</b>	<ul style="list-style-type: none"><li>• To engender an environment within the House, and the wider boarding community, where children feel well cared for, secure, supported and essentially happy.</li><li>• To carry out evening duties in the House as allocated and published by the Head of Boarding</li><li>• Two out of three Saturday evening duties</li><li>• Sunday duties as allocated and published by the Head of Boarding.</li><li>• A willingness to involve yourself in the life of a busy prep school, outside of published duty allocations.</li><li>• A desire to be part of a team and the ability to be part of a team.</li><li>• Providing cover for absent staff when required.</li><li>• To be an informal presence on most other evenings</li><li>• To be on duty for the children's departure for holidays and return after holidays.</li><li>• Attend boarders' meals and run prep. sessions in the evenings.</li><li>• Contribute to the boarders' activity programme.</li><li>• Ensure that the House is prepared for the return of boarders each term and half term.</li></ul>
<b>Key Tasks &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Day to day communication with parents. This should be both pro-active, taking the initiative, and reactive.</li><li>• Working closely with the live-in House Assistant on all pastoral, medical and academic matters related to the boarders within the house.</li><li>• Ensuring effective communication between members of the House staff team.</li><li>• Holding regular House meetings for pupils to discuss house matters and to allow them to express their own ideas and concerns.</li><li>• Drawing up appropriate House rotas ensuring that these harmonise with other houses and with school policy.</li><li>• Being aware of the BSA's National Minimum Standards and implementing boarding policies within the house.</li><li>• Acting as a "parent-like" advocate for boarders with teachers.</li><li>• Keeping accurate Fire and Weekend lists and records</li></ul>

- Ensuring the House environment is pleasant and well maintained, through
  - encouraging the boarders to treat property with respect.
  - informing the bursary promptly and in writing of any maintenance needs.
  - taking personal responsibility for finishing touches, such as pictures, flowers, and so on.
- Carrying out risk assessments in the House
- Co-ordinating with school Nurse on health matters.
- Communicating with the Head of Boarding with regards to travel arrangements for children at the start and end of each term. Ensuring that everything is well organised and that parents, guardians and pupils are aware of the arrangements.
- Lock up arrangements each evening, according to the published lock-up policy.
- Write interim and full reports for the boarders in the house at the times throughout the year set out by the Assistant Head (Academic).