

Job Description

Post:	Assistant Head of Boys' Boarding
Responsible to:	Head of Boys' Boarding and Deputy Head (Pastoral)
Role Summary:	The Assistant Head of Boys' Boarding (AHOBB) shares in the pastoral responsibility for the well-being of the boys in the boarding house outside of school curriculum time during the week and at weekends.

The successful candidate should have experience of working in a boarding school with boys aged 7 to 13. They may not have worked in a boarding house before but must be aware of how a boarding house is run and what the boarding team strives to achieve. Windlesham House has a set of boarding aims that the Assistant Head of Boys Boarding (AHOBB) must uphold.

- We value and foster an environment in which everyone shows courtesy, kindness and respect, regardless of background or ability and where everyone's voice is heard. We celebrate all the diversity we bring as a community and value the strengths we bring as individuals.
- We are committed to developing each child during their time with us - emotionally, spiritually, morally, academically, physically, culturally and socially - building their confidence, so they can spread their wings and fly.
- We strive to create authentic and meaningful partnerships between the school, the parents and the children. Communication is at the heart of all successful relationships and will provide excellent and continued communication with parents and guardians.
- We will make the boarding experience fun and fulfilling, in a safe and secure environment, where privacy is respected and where every child can grow into independent, self-reliant young people who flourish. All of us deserve to feel safe, secure and welcome.

Desirable Qualities

- **Good interpersonal skills** with both adults and children - someone who is able to form a good relationship with the pupils, parents and colleagues. The AHOBB will be responsible for communicating with parents, to keep them informed of their children's wellbeing and successes. They will also spend evenings talking to the pupils, asking about their day, checking on their wellbeing and generally acting as a parent would with their own child returning home from school.
- **Excellent organisational skills** - the AHOBB is required to assist with the organisation of the boarding house, including but not limited to holding boarding council meetings, health and safety checks, organising birthday treats for the boys, awarding stars, dorms of the week and boarding recognition certificates, scheduling zoom calls between pupils and parents, and reporting issues or concerns through our school database.

- **Innovative and exciting** - the AHoBB will be involved in creating and implementing games, activities and trips. Our goal is for the boarding experience at Windlesham House to be fun, exciting and invigorating, so we are looking for someone who will come up with a varied programme of activities that appeals to a wide range of pupils.
- **Tidiness and attention to detail** - we strive to keep the boys' boarding house (and the boys) clean, tidy, organised and safe. The AHoBB is part of a team including boarding staff, matrons and housekeepers who are all responsible for this. The role therefore includes helping with bed change, ensuring that the grub hub is stocked and has clean kitchenware each day, making sure that pupils shower daily and have all the necessary equipment for each day from socks to reading books.
- **Boarding experience** - the AHoBB should be well aware of the way that a boarding school operates, including the 24-7 culture, and ideally have a working knowledge of the Boarding Schools Association (BSA) National Minimum Standards. BSA qualifications are desirable but not essential and help will be provided to achieve these.

Duties

- The AHoBB will be required to be in the boarding house for 4 nights and 4 mornings, of which at least one of those nights will be a Friday or a Sunday, as well as every other Saturday night.
- A duty night is usually 6.30pm - 10.30pm (once the children are asleep).
- Wake up is from 7.00am and continues until 9.30pm to ensure that the dorms are tidy and admin has been completed.
- In rotation with other boarding staff, the AHoBB is expected to take part in weekend activities and trips on Saturday afternoons and Sundays.
- The AHoBB will live in the accommodation provided in the boys boarding house and will be available to clear the boarding house in the event of a fire on a schedule agreed with the HoBB.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Headmaster to meet the changing needs of the school.