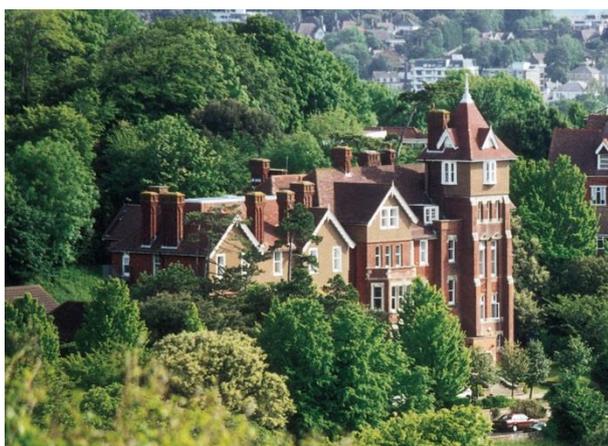




An independent 0 – 18 girls' day and boarding school in Eastbourne



The post of Boarding Gap Assistant

Roedean Moira House is a member of the Roedean Group of Schools, a small group of schools dedicated to Roedean's vision of high-quality education. It is a leading independent day and boarding school in a magnificent location in the coastal town of Eastbourne, nestling in the leafy suburb of Meads, with views over the sea.

Roedean Moira House provides an excellent all-round education to around 300 girls from Nursery to Sixth Form, ensuring every student has the opportunity to attain her highest academic, artistic, musical, social and sporting potential.

Roedean Moira House's educational model is to offer a genuinely holistic and academic education which enables pupils to enjoy their education, develop their own interests, and discover their academic passions and we are committed to academic excellence, high-quality pastoral support, and an exceptional range of opportunities beyond the curriculum, all within a friendly and supportive atmosphere.

The Role

Reporting to Housemistress, Head of Boarding and Welfare and ultimately, Principal

To ensure that efficient routines are maintained in the house as directed by the Housemistress/Head of Boarding and Welfare whilst ensuring the safety, good discipline and pastoral well-being of all girls in the house.

Job Description

- To be resident within the Boarding House in term time.
 - To carry out all duties, roles and responsibilities as directed by the Housemistress/Head of Boarding and support them in the management of the girls and the house
 - To liaise closely with the Housemistress/Head of Boarding on the daily routines and programmes to ensure consistency of operation
 - To oversee the house prefect teams, so that they can play their part in carrying out effectively the tasks assigned to them.
 - To ensure they, and the girls understand and follow the aims and objectives of boarding in the house.
 - To ensure that individual circumstances, needs, strengths and weaknesses of each girl are communicated to the Housemistress as observed, so that individual opportunities, talents and potential are developed and maximised.
 - To ensure the safety and security (including emotional) of all girls, at all times when they are in the School's charge (including meal times, weekends, and when accompanying expeditions and outings).
 - To liaise with the Head of Boarding & Welfare to ensure that the girls' medical requirements are properly catered for; to encourage girls to adopt a healthy lifestyle.
 - To ensure that girls' clothes and personal belongings are properly named, in good repair, used and worn appropriately and stored securely and tidily; to ensure that girls treat the belongings of others, and the fabric and furnishings of the house, with respect.
 - To develop in the girls, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as appropriate.
 - To ensure that the programme of extra-curricular activities is followed, and girls (particularly younger ones) are appropriately occupied at evenings and weekends.
 - To ensure that the conditions during supervision of Study are conducive to academic progress.
 - To work collectively with the Boarding Team and implement the decisions made.
 - To assist in keeping suitable records of girls' progress, welfare, health, emotional problems, achievements and misconduct; to provide reports if requested.
 - To counsel girls at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to inform the Housemistress (or in her absence, directly to the Principal) if any referral to outside agencies is required; to fulfil the requirements of the School's policy on child protection.
 - To support the School's disciplinary policy and by encouragement and reward and through a clearly understood and fair system of sanctions; foster an acceptance of the code of conduct of the house and School; to inform the Housemistress in any cases of bullying, substance abuse and general misconduct.
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- To ensure that you are familiar with the School's policies and procedures for child protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response in these areas.
 - To take part in such performance management or staff review arrangements made by the School on an annual basis.
 - To perform other key tasks as the Housemistress or Principal may reasonably assign in boarding or in school.

Qualification, knowledge and experience:

- Educated to GCSE level.
- Experience of working with children or young adults, or experience supporting others in a care environment.
- Health and safety/safeguarding awareness.
- Proven verbal and written communication skills.

Terms and Conditions:

- You will be expected to be in School as follows, before term commences and when the term concludes:
 - **Autumn Term:** Three days before the start of term, and depart after the last boarding student has left and when the House has been secured.
 - **Spring Term:** Two days before boarding students are scheduled to return to School, and depart after the last boarding student has left and when the House has been secured.
 - **Summer Term:** Two days before boarding students are scheduled to return to School, and depart after the last boarding student has left and when the House has been secured.
- Annual leave is not granted during term time unless due to exceptional circumstances, and this must be pre-approved by the Principal before plans are confirmed.
- Attendance at Whole School meetings, boarding meetings, relevant staff training sessions and any related activities.
- Refreshments whilst on duty will be available free of charge during term time.
- Auto enrolment pension scheme

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and a safeguarding interview.

Appointment details and how to apply

Applicants must complete the application and return it to

recruitment@roedeanmoirahouse.co.uk

or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is Friday 25 January 2019.