

Non Residential Boarding Tutor

Person Specification

The person appointed will:

- Have experience in a residential, educational, or youth-work setting
- A genuine passion for the welfare and development of children and young people
- A genuine interest in working with young people
- The ability to keep a cool head in emergencies
- The ability to work as part of a team
- To be discreet and adhere to confidentiality
- Strong interpersonal, communication, and organizational skills
- Liaises well with all relevant stakeholders within a boarding school community
- Recognise the unique demands and rewards of working within a boarding school
- An ability to think on their feet and organise and lead a range of suitable activities
- Displays commitment to the protection and safeguarding of children and young people

Job Specification

The NRBT shall assist the designated Housemaster in the routine operation of the boarding house and be responsible for the good order and discipline of the house at all times when on duty. S/he shall take an interest in the welfare and progress of all the students in the house and support the house as appropriate in-house activities, house competitions and the like. S/he shall take responsibility as a pastoral tutor for students in the house.

The Non-Residential Boarding Tutor shall undertake all duties in accordance with National Minimum Standards for Boarding Schools

All employees and volunteers are required to comply with the relevant legislation and guidance in relation to working with and the protection and safeguarding of children and young people.

1. Attend House Assemblies
2. Undertake weekday house duties. This shall include but not be limited to:
 - Taking House registration as required by the Housemaster;
 - Being on duty in the house in time for the formal start of Prep until the end of duty at 23:00 unless otherwise agreed with the Deputy Head;
 - Supervising Breakfast, Tea and Supper in the Dining Hall on the House Duty Week as part of the Duty Rota.
3. Undertake weekend house duties as part of a termly rota as detailed in Appendix A. This shall include but make not be limited to:
 - Being on duty in the house during the allocated sessions as agreed with the Housemaster
 - Help cover Outweekend Duties as per Appendix A.
 - The supervision of the dining hall for mealtimes is the responsibility of the Duty House Housemaster and his tutor team during the weekend with the support of the Senior Duty Team
4. Supervise evening study/prep sessions and offer academic guidance
5. Support the Housemaster in the daily welfare, good conduct and emotional wellbeing of boarders.
6. To contribute to the House Audit Plan which includes performance management reviews of all staff working in their respective Houses

7. In the event of an emergency to help provide the appropriate level of cover in the House when requested by the Housemaster or by a member of the Senior Duty Team. This includes emergency cover for duties during the week, weekend and at out weekend.
8. Attend meetings with parents in the House in the role of pastoral tutor.
9. To assist with the weekend activities programme when requested by the Deputy Head.
10. Assist with Boarding House Open Evenings or similar events when on duty.
11. Undertake any training required.
12. Undertake any other reasonable duties as may be from time to time required as requested by the Headmaster, Senior Duty Team or Housemaster.

Appendix A

The Weekends are split up in to 6 Sessions

Saturday	8:00 - 13:00	13:00 – 18:00	18:00 – 23:00
Sunday	8:00 – 13:00	13:00 – 18:00	18:00 – 23:00

Weekend Cover	%
Housemaster	40%
Residential	20%
Non Residential	10%

Out Weekends

- The Duty Houses will have the same slots as the weekend.
- The Tutor Team will split up the Out Weekend accordingly so each has a responsibility of cover at some stage.
- Outweekends will not necessarily be in your boarding house, you may be required to cover in a alternative boarding house.
- The 'back up' Duty House will have Housemaster and Resident Tutor cover their house between 9:00 and 9:00 the next day on the Friday and Saturday respectively

Bank Holiday Weekends (estimated to occur once every 7 years)

- Housemaster covers 3 sessions
- All Tutors and Matron and a Senior Duty Team member contribute a session each (the latter to be replaced by Housemaster if an incident needs going off site eg Hospital run)
- The Monday night covered by usual Tutor for a Monday (make up for start of terms/half terms etc)