

Job Title: Boarding Manager
Department: Welfare and Boarding
Reports to: Head of Welfare and Boarding
Location: CATS College Canterbury
Hourly Pay:

The Company

CATS College offers a range of high school programmes for students from 14 years old, including GCSE's A level and International Baccalaureate in the UK and High School Diploma in the USA. At the heart of our ethos is the recognition of the fact that everyone is different. Our personalised approach to learning ensures students achieve the best grade possible, and working in partnership, we help them prepare for and select the best degree programme at the best university to suit their personal strengths and career aspirations.

The extensive welfare and support we provide our students mean they are well looked after at all times. Our aim is to help every student develop both as a person and as a student, so that they will leave a successful independent learner, with the life skills that will stand them in good stead at university and beyond.

CATS College is part of Cambridge Education Group, which, since 1952, has been delivering the highest quality academic, creative and English language programmes, preparing thousands of students to progress onto the world's leading universities.

The Group operates under four different brands: CATS College; Cambridge School of Visual & Performing Arts (CSVPA) – Art & Design, Drama and Music courses in Cambridge; Foundation Campus – teaching foundation courses to university degrees on campuses in the UK, USA and mainland Europe; and Stafford House – year-round English Language schools in Brighton, Canterbury, London and USA, and Study Holiday centres across the UK and the USA for juniors.

Whatever students aspire to, whichever college, school or centre they choose, whether in the UK, USA or mainland Europe, Cambridge Education Group promises excellent teaching, premium facilities and the personal service our students demand.

CEG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Company also expects all staff and volunteers to share the Company's commitment to Equal Opportunities within the workplace.

Job overview

To lead a House-Parenting team provide a safe, caring boarding environment that enriches the lives of the students in the care of the college.

- To ensure the House Parents team receive regular formal supervision and are subjected to the college annual performance appraisal system.
- To have a good understanding of National Minimum Boarding Standards (NMBS) and the College's duty of statutory care obligations for the compulsory school age and under 18 student groups.
- To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant college policy.

- Under the guidance of boarding management, implement procedures in the boarding houses and proactively evaluate and improve standards of welfare support for students.

Job Description

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

Key Responsibilities

Main Responsibilities:

- To be Deputy Designated Safeguarding Lead in the College – to liaise with CSS/LADO and outside support intervention services where necessary and keep all student safeguarding records up to date at all times
- To deputise for the Head of Boarding and Welfare when necessary
- To lead, manage, support and co-ordinate all Senior House Parents to enable them to effectively fulfil the welfare and operational duties within their role and their House Parents roles. This includes ensuring supervision/appraisal of all Senior House Parents are completed in accordance with policy.
- To plan all meetings in advance using a yearly schedule planner and diarize for all staff
- To lead staff meetings.
- To ensure SHP's organise HoH and Chill and Chat meetings and Boarding Development Action plans
- To ensure students actively participate in the BSA Certificate and attend all meetings and complete work
- Manage the rota and ensure adequate cover is provided- to work in residence and cover shift is necessary
- To manage all aspects of staff recruitment
- To manage staff annual leave and timesheets inc placing on ADP
- To work closely with the team of Personal Tutors, Attendance Manager ensuring that students with any poor attendance or negative behaviour is challenged and managed in the Boarding Houses
- To spot audit paperwork in residences and ensure SHP complete residence audits
- To liaise with the Operations Manager to ensure that the boarding house/s is maintained to a high standard and that any health and safety concern is dealt with quickly and efficiently.
- To work closely with the Activities Manager and Senior House Parents in ensuring the activities spreadsheet is completed and ensuring any concerns with students not participating are acted upon.
- To work flexible hours to meet the needs of the business
- To, in liaison with the Head of Welfare and Boarding identify, plan and lead Houseparent training.
- To, in liaison with the Head of Welfare and Boarding, ensure that all Houseparent's have the key knowledge, competences and skills required to execute their duties and role effectively.
- To monitor and support any student who has expressed concerns or has been raised as a cause for concern liaising with the relevant member of staff including out of hours contact where advice/support is required. Appropriate notes should be added on Shackleton.
- To manage and where required participate in, the investigation of reported cases of misbehaviour and breaches of College accommodation rules by students including damages
- To ensure the House Parent team are prioritising the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection needs and requirements as well as relevant college policy.
- To investigate complaints and concerns from students and report findings of all investigations to appropriate staff and record the outcome accurately and comprehensively.
- As a senior member of the boarding team, ensuring that yourself and all members of the House Parent team understand that all employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the college's procedures for raising concerns about children's welfare and must report any concerns to the Safeguarding Designated Lead (DSL) without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the college as relevant to their role.

- To actively seek opportunities for further training in boarding management.
- To identify your own training and professional developmental needs as well as the needs of your team.
- To have a comprehensive working knowledge and understanding of the National Minimum Standards for Boarding Schools and Independent Schools Inspection regulations and how these are applied at CATS College Canterbury.
- To be willing to attend meetings and training as directed by college management.
- To ensure line managers and key pastoral/welfare/safeguarding staff are fully informed on any student concern, in line with college policy and procedure.
- To ensure that residence rules are followed in accordance with the Student Handbook, notices and residential student induction information and to record any breaches by students of house rules on Shackleton and where appropriate make direct contact with the relevant member of staff.
- To be fully aware of additional pastoral care needs that CSA (Compulsory School Aged) students may need, i.e. our duty of care to ensure CSA students attend every college meal and curfew checks.

Operational duties

- Ensuring the House Parent team maintain high standards of cleanliness and maintenance of the house - making sure students clean up after themselves in communal areas
- To ensure your team check all empty rooms before arrivals and prior to departures (the latter with the student present), and get students to sign the necessary paperwork listing any damage.
- Ensure all student damage is recorded and reported to the Operations Department.
- To liaise with Operations Manager regarding keys for the summer SOE
- To ensure termly fire drill are completed by staff and recorded

Health & safety

- To ensure the House Parent team complies with all health and safety procedures as required by the College.

Summer Duties

- Liaise with Principal of SOE during the summer organising arrivals and departures with staff team
- To manage summer staff rota including recruitment of summer staff
- To work 9-5 Monday to Friday and not academic year rota (Sept – June)
- To ensure residences are ready for SOE to start within timeframes allocated
- To ensure residences are closed/cleaned by staff after SOE close down in preparation for new academic year

To be aware that the Boarding Manager may be asked to undertake additional duties pertinent to the developing role of the Boarding Manager

The post holder will also:

- Demonstrate day to day commitment to the College's Core values of Excellence, Care and Community.
- Be required to carry out such reasonable additional duties as may from time to time be determined by Senior Management.

- Participate in the College's Staff Appraisal Scheme as required and attend training and development as appropriate to the role.
- To promote the good name of the College through conduct towards students, parents, agents and other parties, and attendance at College events.
- To adhere at all times to College standards.

Person Specification

Customer First – It's ESSENTIAL all candidates meet the CEG Customer First CARE Principals:-

Commit

- Goes the extra mile
- Follows-up & follows through

Act

- Takes ownership
- Looks for a solution

Respond

- Addresses issues positively
- Communicates proactively

Empathise

- Is an active listener
- Is respectful and values our customers

Education

- BSA Certificate Qualified/Degree qualification in Social Care or equivalent

Experience

- Successful experience of managing teams in a boarding/residential provision
- Experience of National Minimum Boarding Standards (NMBS)

Skills

- Effective management skills with evidence of problem-solving decision making skills
- A skilled communicator
- Presentation skills
- Fully IT literate
- A relationship builder - able to work effectively with colleagues and students
- Understanding of the requirements of Safeguarding, Equality and Diversity, Learning Support, Health & Safety

Behaviours

- Calm and diplomatic approach
- Neat, well-groomed and well-presented
- Good health record
- Punctual time keeper

- Positive role model
- Clarity of speech
- Ability to work core hours of college and to occasionally work boarding core hours
- Flexibility and willingness to accept additional responsibilities
- Willing to play a part in the wider life of the College community
- Demonstrates understanding and commitment to supporting the College to meet its targets for success
- Analytical
- Good interpersonal skills, both verbal and written with both adults and children alike
- Supportive team player who enjoys effective collaboration with colleagues
- Good team player, but also to work autonomously
- Uses initiative