



Job Description - Boarding Tutor

Reporting to: The Head of Boarding and Deputy Head of Boarding

Main Duties and Responsibilities:

- Supervise and care for the international boarding students who attend the College.
- Take an active role in ensuring the students' welfare and happiness.
- Implement the College's Health & Safety and Risk Assessment procedures for your activities as directed.

Activities & Sports

- Plan and prepare in advance a programme of instruction for your activities, ensuring that participants receive appropriate instruction.
- Assist with the preparation of activities
- Instruct, supervise and monitor participation in sports and other activities
- Help with the organisation of student team-building activities and competitions.
- Monitor the use and borrowing of equipment ensuring it is well maintained and stored appropriately
- Encourage the students to participate in all sports and activities through your own enthusiasm, signing up systems, notices, announcements, displays and personal contact.

Academic

- Supervise prep sessions or run evening activities.
- Provide written feedback on students via the report system or as required.

Trips & Excursions

- Accompany weekend trips (according to rota) and excursions, assisting with the supervision of the students and helping to explain the relevance of the places visited.

The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Pastoral

- Carry out pastoral duties including meal supervision, wake-up and supervision of students during their free time and at bedtimes as directed.
- Be 'On Call' during the night looking after students with medical needs, investigating alarm activations (students trying to access electronics), etc
- Maintain daily records of attendance and participation.
- Administer basic medication (additional training will be provided)
- Carry out duties associated with the arrangements for arrival and departure days and ensure an appropriate programme of activities is available for students as they arrive.
- Attend staff meetings and contribute as required to other activities and events to ensure the smooth, effective running of the college.

This job description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Work towards and support the College's vision and objectives
- Carry out the work of the college to the best of their ability, displaying initiative and enthusiasm
- Support colleagues and their work
- Support and contribute to the College's responsibility for safeguarding students
- Work within the College's health and safety policy to ensure a safe working environment for all staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues
- Adhere to the College policies

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