



Boarding Tutor - Job Description

Boarding Tutors report to the Head of Boarding and are part of the College's residential boarding team, which also includes House Parents and the Head of Sport.

Main Responsibilities

- Supervise and care for the international boarding students who attend the College.
- Take an active role in ensuring students' welfare and happiness, helping them to develop intellectually, socially and emotionally.

Pastoral

- Supervise students' free time, meal times, wake-up and bedtimes, and help students with their own welfare and hygiene and organisation.
- Administer basic medication (additional training will be provided) and take students to medical appointments.
- Carry out duties associated with the arrangements for arrival and departure days.
- Undertake overnight sleep-in duties to be on call for emergencies.

Activities

In areas where the candidate feels competent to contribute, including sports, games, crafts, drama, supporting the 24/7 curriculum operated at the College

- Assist with the preparation of student activities, encouraging students to participate through enthusiasm, notices, announcements, displays and personal contact.
- Instruct, supervise and monitor students in activities.
- Supervise prep (homework) sessions.
- Accompany the occasional weekend educational visits, assisting with supervision of the students and using the visits as part of the 24/7 curriculum.

Administrative & Other

- Complete administrative tasks such as daily records of student participation and behaviour.
- Contribute to feedback on students via Individual Learning Plans (the College's reports).
- Attend staff meetings at INSET and weekly boarding meetings.
- Carry out any other tasks requested by the Head of Boarding, Deputy Head of Boarding or Principal.
- Participate in training and professional development as appropriate.
- Be aware of implications of the National Minimum Standards for Boarding Schools for welfare and Pastoral care in the boarding house.



BISHOPSTROW 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:

- Support and contribute to the College's responsibility for safeguarding students.
- Support the College's ethos, aims and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Implement and adhere to College policies and procedures, including health and safety policy to ensure a safe working environment.

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