

Job Title:	Head of Boarding		
Department:	Education	Section:	Stanley House
Reports to:	Director of Education		
Grade:	C	Job Code:	254SHP
Overall Purpose of the Role			
To lead the provision of high quality boarding for Camp children attending school in Stanley. To oversee the welfare, safety, and pastoral care of all boarders and to manage a team of houseparents' and domestic staff to ensure a supportive, inclusive, and engaging residential environment. The role requires strong leadership, a commitment to safeguarding, and a passion for nurturing students' personal, social, academic development.			
Key Role Activities			
Leadership and management • Lead and sustain a nurturing, caring, organised and supportive environment for Stanley House children • Lead and develop an enthusiastic, committed and effective Stanley House team, ensuring that all staff have a clear understanding of their responsibilities to provide high standards of care for boarders • Be the Designated Safeguarding Lead for Stanley House • Be up to date with the requirements of the DfE's National Minimum Standards (NMS) and ensure that Stanley House exceeds these • Ensure there is a robust induction process and appropriate support is available to new staff • Manage the duty rota for senior staff and Houseparents and ensure that all duties are appropriately covered • Lead regular staff meetings for all staff, ensure minutes are taken and distributed • Manage a robust and supportive performance management programme for staff, with annual PDPs and agreed training plans • Ensure effective use of budget and resources in line with FIG Financial Instructions • Be responsible for Stanley House policies and key documents such as the Boarding Handbook; ensure they are up to date and in line with key standards such as the DfE's NMS, Falkland Islands Safeguarding Children Procedures, FIG Policies. • Present a clear account of Stanley House performance and children's outcomes annually to the Education Board. Children's Experience, Achievement and Welfare • Manage the effective transition of Year 5 children and the induction of new older children into Stanley House • Lead the development of strong, positive relationships with parents through regular communication by the houseparents • Lead and work with other staff to deliver an enriched activity programme that all children can access • Ensure that all boarders make good social and academic progress. Liaise with relevant people – schools leadership team, teachers, parents and others as appropriate			

Job Title:	Head of Boarding
Key Role Activities continued	
Children's Experience, Achievement and Welfare continued • Develop and manage a behaviour and reward system for Stanley House • Be the primary point of contact for behaviour and pastoral incidents, liaise with parents and schools and report as appropriate to the Director • Work closely with the Deputy SHP/Matron about the health and wellbeing of children; ensuring compliance on use of prescription/non-prescription medicine and implementing strategies around healthcare, sleep and hygiene matters as appropriate • Ensure the implementation and effectiveness of boarders' voice within the Boarding House Health, Safety and Maintenance • Work closely with the Education Campus Manager to ensure that Stanley House is well maintained and that there is a plan for the regular maintenance and refurbishment of facilities • Organise and record regular fire drills and ensure the Stanley House Fire Policy and associated plans are up to date • Carry out building risk assessments at least annually • Be responsible for the maintenance and use of the Education Directorate vehicles based at Stanley House <i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i>	
Additional Information	
Stanley House can accommodate up to 30 boarders, from Year 5 (9 years old) to Year 11 (16 years old). The staff team includes a Deputy Senior Houseparent/Matron; full and part-time houseparents' and domestic staff. Duties: • One evening duty (5pm to 9:30pm) during on-call weeks • On-call overnight and at the weekend for 50% of term time (alternating with Deputy SHP)	
Criminal Record Checks	
Falkland Islands Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices, and potential employees will be required to undergo pre-employment checks. Posts are subject to satisfactory checks and references. This is a 'sensitive' post. All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.	

Person Specification:	Head of Boarding		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Recent boarding leadership experience for a minimum of 5 years for relevant age-groups	✓		A / I / R
Experience in leading boarding to meet and exceed DfE National Minimum Standards	✓		A / I / R
Can demonstrate a strong track record of leading, implementing and sustaining improvement in boarding	✓		A / I / R
Understand the importance of developing appropriate working relationships with young people	✓		A / I / R
Experience of dealing with a wide range of pastoral issues within a boarding environment	✓		A / I / R
Ability to both lead a team and work within one, develop strong positive relationships	✓		A / I
Be able to inspire, challenge and motivate others	✓		A / I
Be a confident, effective communicator (verbal and written) to parents, boarders, Stanley House staff and education colleagues.	✓		A / I
Strong organisational, delegation and time-management skills	✓		A / I
Experience of effectively managing boarding finances	✓		A / I / R
Proficient in use of ICT and able to use to enhance boarding provision	✓		A / I
Personal Attributes:			
Committed to safeguarding the physical, emotional and mental well-being of young people	✓		A / I / R
Be genuinely committed to striving for excellence	✓		A / I
Confidential and diplomatic, able to deal sensitively with conflict	✓		A / I / R
Calm, emotionally resilient and able to work under pressure with competing demands	✓		A / I
Self-motivated, with a “can-do”, flexible approach	✓		A / I
Commitment to continuing professional development of self and departmental colleagues	✓		A / I
Aware of the requirements of living and working in a small community	✓		A / I

Person Specification:	Head of Boarding		
Criteria	Essential	Desirable	Assessment Method
Qualifications & Training			
Degree	✓		A
Evidence of Safeguarding training for DSL in boarding	✓		A/I
Evidence of CPD for boarding and management	✓		A/I
Full manual driver's licence and the capability/willingness to drive a minibus	✓		A
UK QTS - Qualified Teacher Status		✓	A
Equivalent combinations of educational qualifications and career experience will be considered			
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference