

Position	Junior House Staff (GAP Assistant)
Accountable to	Head Master
Responsible to	Head of Boarding

Aim

To assist, through supervision and offering activities, in the running of a well-disciplined and happy boarding house, ensuring the pastoral well-being of the boarders.

Boarding house

- To support the Head of Boarding in the everyday running of the boarding house.
- To attend boarding staff meetings and read minutes of meetings.
- To support and communicate the principles on which the boarding community life is based.
- To be on duty on alternate mornings, evenings, and Sundays; and to fulfil an agreed timetable during the academic day.
- To be familiar with the School's boarding and child protection procedures as outlined in the Staff handbook and this handbook and informed by the National Minimum Standards for Boarding Schools.

Music department

- To assist the supervision of chorister music practice when on duty.
- To take an individual interest and supporting role in the musical development of each chorister.
- To support the Head of Music in the running of ensembles and/or choirs, as required.
- To assist the music department in the smooth running of termly concerts and concert day rehearsals, both on and off site.

Communication

- To liaise with the Head of Boarding and other boarding staff regarding the individual circumstances, needs, strengths and weaknesses of each boarder, so that individual opportunities for growth are maximised and talents and potential are developed in each boy.
- To work with the Head of Boarding to review structures of staff supervision, to ensure that the safety and security of all boarders at all times during the term.
- To liaise with the Matrons regarding any boarder health concerns.
- To refer parents to the Head of Boarding or Deputy Head of Boarding to discuss any issue involving their son(s).

Cultivating responsibility

- To ensure that the boys treat others' belongings and the physical environment of the Cathedral complex with care and respect.
- To develop in the boarders a sense of collective responsibility so that they are aware of the problems of others and offer support and help to each other.

Welfare, safety and discipline

- To receive training from the Boarding Schools' Association and inset from the Head of Boarding and Deputy Head (Pastoral).
- To ensure the playground and other outside areas are kept tidy and safe.
- When on duty to assist/lead weekend activities and outings, ensuring proper risk assessments have been made by the Head of Boarding and Deputy Head (Pastoral).
- To be familiar with the School's safeguarding and child protection policy and to communicate any issues to the DSL, and above all to keep open good lines of communication with the boarders.
- To support the School's rewards and sanctions policy with the appropriate encouragement, rewards and sanctions and to inform the Head of Boarding and/or Deputy Head (Pastoral) and/or Head Master if there are any cases of bullying or other type of serious misconduct.
- To behave responsibly at all times when on the school site, including when not on duty.

Professional review

- To report to the Head of Boarding as required, to take part in staff review or appraisal.

Mass

- To help the setting up of and attend the whole School Mass on a weekly basis.

Other

- To assist in the organisation of activities out of term time when the choristers are in residence (i.e. Christmas Week, Holy Week) as required
- To accompany Cathedral Choir tours, if required
- To plan and run weekend chorister activities and outings with an agreed budget
- To organise and/or run a weekly activity for the boarders
- To create imaginative wall displays for the boarding house every half term
- To place all orders for the boarding house, keeping to an agreed budget, as required by the Head or Deputy Head of Boarding

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head.

12/05/2021