



Job Description - Boarding Tutor

The Boarding Tutor reports to the Head of Boarding and is part of the College's residential boarding team, which also includes the Deputy Head of Boarding, Houseparents and Boarding Tutors.

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 safeguarding.
- Assist the designated Houseparent in the routine operation of the boarding house and be responsible for the good order and discipline in the house when on duty.
- Implement the College's Health & Safety and Risk Assessment procedures for your activities as directed.
- Take responsibility for a boarding house and/or stand in for the houseparent, as required.

Activities

- Participate in the planning, preparation and delivery of the termly activity programme.
- On occasion you may be asked to supervise students during sporting activities.
- Help with the organisation and delivery of the Weekend activity programme.
- Plan and organise any activities that you lead.

Academic Support

- Ensure that Prep is supervised in accordance with the College guidelines, so that a good atmosphere and environment supporting quality learning is maintained.
- Oversee the sitting of weekly Saturday English assessments.

Trips & Excursions

- Accompany weekend trips (according to rota) and excursions
- When on a trip, assist with the supervision of the students.
- Be prepared, if qualified, to drive one of the College's vehicles to assist with transport.

Pastoral

- Carry out daily pastoral duties including wake-up, supervision of students during their free time, meal supervision, and bedtimes as directed.
- Be prepared to be 'On Call' during the night looking after students with medical needs, investigating alarm activations, or overnight Fire alarms.



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- Take an active interest in the students in your care to be able to fully support their pastoral needs.
- Help to create a positive and supportive atmosphere in the boarding house
- Administer basic medication (additional training will be provided)
- Take students to medical appointments if required outside of usual rota pattern
- Support the whole school induction programme for new students.
- Attend staff meetings as appropriate for your role.
- 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

February 2025

Bishopstrow College, implements safeguarding protocols in all aspects of our working practices and is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service, this may include social media checks.

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