

**Assistant Principal Boarding  
Head of Boarding  
JOB DESCRIPTION**

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## ABOUT CATS CANTERBURY

CATS College offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work in the beautiful Victorian CATS Canterbury campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

The post of Assistant Principal Boarding/Head of Boarding is a senior position and forms part of the Senior Leadership Team at CATS Canterbury. The purpose of the role is to lead and manage the provision of all aspects of boarding as well as playing a crucial role in whole-school strategy and development. The post holder will have the ability to manage boarding teams effectively and possess excellent communication and administrative skills.

## REPORTS TO

You will be directly responsible to the Vice Principal. You will work within the framework set by and under the general direction of the Principal.

## MAIN RESPONSIBILITIES OF THE JOB

As a member of the Senior Leadership team, you should carry out your role to support the needs of the students you work with and the College in general. In as much, you will:

- Lead and manage the College's team of Boarding Team Leaders to ensure the students' boarding experience exceeds their expectations as well as that of parents, agents and other stakeholders and to ensure the successful implementation of procedures in the boarding houses and proactively evaluate and improve standards.
- Ensure that the College complies with National Minimum Standards (NMS), Independent Schools' Statutory Regulations and any other relevant legislation across all aspects of the College boarding provision.
- Be the Designated Safeguarding Lead and as such, prepare and present the Annual Safeguarding Report to the Executive Board.
- Ensure effective reporting to and communication with parents, guardians, agents, CEG overseas staff by Student Care in accordance with College Policies and procedures.
- Liaise with the Assistant Principal Pastoral, Pastoral Directors and teachers to monitor students' overall wellbeing and ensure that all Boarding team Leaders do the same.
- With the Assistant Principal Pastoral, liaise with the Pastoral Directors at the College who monitor student welfare and behaviour during College hours and ensure that all Boarding Team Leaders do the same.
- Support and assist students to ensure that they understand and are actively adhering to College Behaviour and Attendance policies, including the issuing of sanctions, incentives and rewards in consultation with the Assistant Principal Pastoral and ensure that all Boarding Team Leaders do the same.
- Together with the Assistant Principal Pastoral and Boarding Team Leaders (BTLs), produce attendance or behaviour strategies, targets and letters for students of concern and to follow up from letters sent.
- Take the lead on all behaviour and welfare issues of Boarders when outside of College hours and liaise with the Assistant Principal Pastoral and/ or the Vice Principal and Principal if needed.



Manage, and where required participate in, the investigation and monitoring of consequences for reported cases of misbehaviour and breaches of College boarding rules by students.

- As and when needed, arrange and attend Stage Warning or Behaviour meetings with the Principal.
- Hold meetings with the Assistant Principal Pastoral to discuss behaviour of students or attendance of persistently low attenders.
- Together with BTLs, follow the school's Behaviour Attendance Policies.
- Line manage BTLs, the College Nurse and the Activities Team.
- Drive improvements to professionalise college produced marketing materials including newsletters and notice boards, ensuring that everything that is produced to be seen by a customer conforms to brand guidelines.
- Together with the Assistant Principal Pastoral, develop the college's external presence online through social media, blogs, etc.
- Foster good working relationships with the Sales & Marketing team, gather 'good news stories' and updates from the Boarding Houses and ensure these messages are being heard in market.
- Act as host for agent, student and other external visits and to ensure that all visitors are provided with a welcoming reception, comprehensive tour of the building and key information relating to the boarding experiences and services.
- Together with the Assistant principal Pastoral, ensure that key messages are delivered to students in the Boarding Houses, e.g. upcoming activities and events.
- Ensure the overall appearance of the Boarding Houses is meeting expected standards – e.g. cleanliness, notice boards, common areas etc. and ensure the boarding premises and facilities are kept in a proper state of maintenance and repair, reporting any issues to the Ops Team.
- Oversee the preparation of the content for the boarding pre-arrival information in advance of each intake, working with key stakeholders including the Principal, the Welfare team, marketing and admissions to make sure this is delivered to students on time and to consistent brand standards.

### **Other Responsibilities**

- Attend welfare and cross-college meetings as required and chair regular boarding meetings with Boarding team Leaders.
- Assist the Assistant Principal Pastoral in maintaining welfare policies and pastoral documents.
- With other members of the College's Senior Leadership Teams oversee the creation and maintenance of all boarding policies, risk assessments and other documents.
- Investigate complaints and concerns from students and report findings of all investigations to appropriate staff and record the outcome accurately and comprehensively.
- Meet with all new boarding staff and oversee their induction.
- Constantly monitor the Boarding Team Leaders, Activities Team and the Nurses' performance and manage annual staff appraisals.
- Organise the election of the Boarding Student Committee ensuring students from each Boarding House are effectively represented and ensure that all BTLs do the same.
- Assess, meet or refer students with emotional needs to the Nurse.
- Participate in the student induction process including the arrivals weekends.
- Attend Senior Leadership Team or cross-College meetings as required.



- Liaise with both internal and external stakeholders, especially the other Assistant Principals, Pastoral Directors, Curriculum Directors, the Student Care and Registry Teams, Operations Team, parents, agents and external authorities to ensure effective communication both within and beyond the Colleges.
- Lead on the appointment of junior welfare and boarding staff and assist the Senior Leadership Teams with interviewing applicants for more senior posts.
- Manage the training needs of boarding staff from induction to diploma level as required.

### **Deputy Designated Safeguarding lead**

The Designated Safeguarding Lead (DDSL) is a senior member of staff, from the College's leadership team. Together with the DSL, the three Deputy DSLs have a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies. In particular:

#### **Manage referrals**

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

#### **Work with others**

- Liaise with the Principal to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- Liaise with staff (pastoral support staff, school nurse, IT Technicians, and SENCO) on matters of safety and safeguarding, including online and digital safety, and when deciding whether to make a referral by liaising with relevant agencies; and
- Act as a source of support, advice and expertise for all staff.

#### **Training**

The Designated Safeguarding Lead will undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years.

The Designated Safeguarding Lead will undertake Prevent awareness training. In addition to the formal training set out above, their knowledge and skills will be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;



- Ensure each member of staff has access to, and understands, the College's child protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the College with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at College;
- Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the College may put in place to protect them.

#### **Raise Awareness**

- Ensure the College's child protection policies are known, understood and used appropriately;
- Ensure the College's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the College in this;
- Ensure staff are aware of on-line safety; and
- Link with the local LSCB to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

#### **Child protection file**

Where children leave the College ensure their child protection file is transferred to the new College or School as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and Colleges should ensure key staff such as Designated Safeguarding Leads and SENCOs or the named person with oversight for SEN in Colleges, are aware as required.

In addition to the child protection file, the Designated Safeguarding Lead should also consider if it would be appropriate to share any information with the new College in advance of a child leaving. For example, information that would allow the new College to continue supporting victims of abuse and have that support in place for when the child arrives.

#### **Availability**

During term time the Designated Safeguarding Lead (or a Deputy) should always be available (working College hours) for staff in the College to discuss any safeguarding concerns. Whilst generally speaking the Designated Safeguarding Lead (or Deputy) would be expected to be available in person, in exceptional circumstances availability via phone and or Skype or other such media is acceptable.





## As part of your wider role within the College, you will also:

- Follow the guidelines of the staff handbook
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal to undertake work not specified in this job description
- Be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the College
- Maintain standards of ethics and behaviour in and out of college.

### **In particular, you will:**

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant college, national and statutory frameworks.

## PERSON SPECIFICATION

The job requires that you are:

- Efficient and organised
- A skilled communicator and a relationship builder - able to work effectively with colleagues and students
- IT literate
- Smartly and professionally dressed
- Good at prioritising your time
- Able to work under pressure
- A quick learner
- Proactive, flexible, trustworthy, dependable and reliable
- Internationally aware and culturally sensitive
- Good team player, but also able to work autonomously
- Willing to play a part in the wider life of the College community

And that you have:

- Experience of National Minimum Standards (NMS), Independent Schools' Statutory Regulations and other relevant legislation
- Proven management skills
- A logical, structured and organised outlook on life
- High levels of energy, an even temper and a sense of humour
- The ability to relate to young people
- A willingness to work unsociable hours, including weekends and evenings

## ABOUT CATS COLLEGES

CATS Colleges is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; Cambridge School of Visual and Performing Arts (CSVPA) and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

## AND FINALLY

CATS Colleges are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines.