

JOB DESCRIPTION

Position Title:	Liaison (LI)
Reporting To:	Senior Housemistress/master (SHM)
Basic Purpose:	To assist the SHM, the Housemistress/master (HM) and other boarding house staff in providing for the welfare, health, pastoral care and safety of all pupils in the boarding house during the evenings, in accordance with the school's policies and guidelines. To work as a team member of house staff and help to maintain a happy, safe and positive atmosphere that is conducive to pupils living and working together in harmony. To help foster a sense of house identity and spirit, ensure rules are being followed at all times and help to maintain a welcoming, inviting and tidy house.
Authority:	The post-holder supports the SHM and HM, in conjunction with other pastoral house staff, in providing the pastoral care of the pupils in the house and all aspects of the smooth running of the house during the evening. To liaise with the Pastoral Manager for day to day matters or Deputy Principal on any action which requires a higher authority.

Principal Accountabilities:

Boarding House:	Liaise with and provide support to the SHM and HM for the efficient running of the house in the evenings in consultation with the Pastoral Manager and the Deputy Principal.
Medical:	Liaise with the school's medical staff to ensure the correct care and welfare of the pupils. Basic first aid training is provided unless a qualification is already held.
Pastoral Care:	The care of the individual pupil: sympathetic, caring, responsible and patient understanding of the age group.
House staff:	The LI is an integral member of a team of house staff, supporting the SHM in creating a cohesive and harmonious team, and assisting with a range of house duties in consultation with the SHM or HM.

Duties and Presence:

- Help to maintain a welcoming, tidy and homely atmosphere in the evenings.
- Monitor behaviour and deal appropriately with any disciplinary issues.
- Uphold standards of dress, general appearance and personal hygiene.
- Ensure that there is an appropriate working atmosphere during prep and assist with prep where possible.

Note: This job description reflects the current situation. It does not preclude change or development that might be required in the future.

- Maintain an orderly bedtime routine.
- Help to deal with emergencies of any kind, including escorting pupils to hospital where required.
- Help to maintain pastoral records of pupils and other relevant administrative house tasks.
- Be a visible presence in the house and available to the pupils for both formal and informal contact during the evenings, maintaining appropriate boundaries at all times..
- The LI is on duty from 7pm-11pm Monday-Friday. No overnight duties are involved.
- Cover additional duties as required such as prep, extra—curricular activities and special occasions, maintaining punctuality.

Parents: Liaise and foster good relationships with parents, in consultation with the SHM, Pastoral Manager or Deputy Principal.

Health and Safety: Share responsibility for all aspects of safety as directly related to the boarding house.

Extraneous Duties: The undertaking of any reasonable additional duties at the request of the Deputy Principal or Principal.

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14 March 2019

Liaison Person Specification

Essential

Experience of working with children and an understanding of the needs of children in a boarding environment.

A sound understanding of child protection and the National Minimum Standards for Boarding.

Proven strong communication skills with both adults and young people.

A high degree of confidentiality and punctuality.

Genuine enthusiasm and the ability to work well within a wider team, maintaining effective working relationships.

Good organisational and problem solving skills.

An ability to remain calm under pressure.

High levels of motivation, patience, diplomacy and creativity.

A sense of humour.

Desirable

First Aid qualification.

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