



RADLEY

Role of Boarding Staff

January 2025

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Social Tutor

A Social Tutor is responsible for all areas of a boy's development and conduct and is officially in loco parentis. The Tutor is responsible for a happy and safe environment in Social, in which all boys enjoy contributing to the success and well being of themselves and others. The Tutor works with the pastoral team to ensure the needs of each boy are met on an individual basis.

A successful Social is one that runs smoothly and effectively. Good communication with parents, the College Management Team and the other members of the Social team is crucial in keeping the Social a happy and safe place in which the boys will thrive. The Tutor has to ensure that the inevitable paperwork falling on them in this role is dealt with properly and efficiently.

Responsibilities

1. The care of every boy in the Social. A Tutor should be aware of the needs of each individual and especially the most vulnerable.
2. Establishing trust and confidence in the Social; developing the good reputation of the Social amongst boys, parents and prep schools. Liaising with parents on all aspects of a boy's development.
3. Working with the residential sub-tutor and PHM as part of a close pastoral team to ensure that conditions are right in the Social for every boy to make good progress in his academic work, develop his talents to the full and widen his interests and experiences over his time here.
4. Establishing the right atmosphere of good order and discipline within the Social; enabling boys to develop their powers of leadership; training the prefects and ensuring they lead the Social by example and with understanding and fairness.
5. Maintain all appropriate pupil record keeping Serious pastoral issues should be escalated to the College's pastoral team.
6. The Tutor should also liaise closely with all members of Common Room concerning the welfare and progress of boys.
7. With the HR Director, appointing the PHM; subsequently overseeing her induction, appraising her and giving her all the support necessary in her role.
8. Appointing the resident sub-tutor in consultation with the Warden. Appointing the other sub-tutors in consultation with the Sub Warden; making clear to sub-tutors the extent of their duties and overseeing their induction.
9. Appointing the Head of Social in conjunction with the Warden and appointing the other house prefects. Their subsequent training will be organised by the Tutor, the Deputy Head (Pastoral) and the pastoral team.
10. Taking responsibility for the UCAS form and a boy's university plans, working closely with the Director of University Entrance. This responsibility will often continue after a boy has left the school.
11. Taking responsibility for the efficient and effective management of Social funds, including the production and maintenance of accounts for reconciliation at the end of each term.
12. Maintaining the fabric of the Social in good order with the help of the PHM, the Social caretaker and housekeeping team. Liaising with the Operations Director and Estates department over improvements to rooms in the Social.

All the above should be carried out in accordance with legislation and in particular the National Minimum Boarding Standards and the school's Safeguarding and Aims of Boarding policies.

Radley prides itself on its sense of community with strong values at its core and a sense of shared purpose. Prospective Tutors will need to demonstrate their understanding and commitment to that; it is therefore likely that they will have worked at Radley for at least two or three years. Management experience, be it as a Head of Department or in another area of College life (here or elsewhere), will be particularly useful, as will experience as a residential sub-tutor.

The Tutor is expected to model the values and standards of the College in their own personal conduct. In their role, a Tutor will need to deal with a wide variety of people; dealing with emotive and sometimes difficult situations. A Tutor needs to be pastorally astute, caring, patient and determined. A resilient nature, a measured approach, adaptability, efficiency and enthusiasm are essential characteristics, as is the ability to engender confidence and lead parents and boys: in public and private, informally and formally.

Support

A Tutor is appraised by the Deputy Head (Pastoral) once a year, followed by an MOT with the Warden. These meetings are to discuss progress/issues within Social, a Tutor's career development and future aspirations.

On appointment, a Tutor will be partnered with an existing Tutor who will mentor them through their first year. In addition to their mentor, advice and guidance can be sought from the Deputy Head (Pastoral) and the Senior Tutor. Professional training (for example with the BSA) will be given prior to moving into Social and as required thereafter. Professional development is encouraged and should be discussed as part of the Tutor's MOT.

A Tutor is entitled to one weekend off per term which must be approved beforehand by either the Warden or Deputy Head (Pastoral). Any planned absences during the day or night must be similarly agreed. Each week a Tutor is also entitled to one night off from 6.00 pm until 7.00 am the following day, and a further "early night" after Chapel. It is the responsibility of the Tutor that all those on duty in Social should be informed of their whereabouts, as should other appropriate people (ie Health Centre). A contact number must be given in case of emergency.

Regular visitors (over the age of 16) to the private side of the Boarding House will need to be cleared through the Disclosure and Barring Service. For example, "regular visitors" include babysitters, anyone staying overnight more than three times a month, or for more than two consecutive nights. If visitors are assisting with Social events and are likely to do so more than three times each academic year they should also have DBS clearance. If in doubt please consult with the HR Department.

Residential Sub-Tutor

Working in partnership with the Tutor and PHM to create a happy and safe environment in Social, in which all boys enjoy contributing to the success and wellbeing of the community. Working as part of the pastoral team to ensure the needs of all boys are met on an individual basis.

A successful Social is one in which all boys feel secure and achieve success in a diverse range of activities. A key factor in this is the working relationship of the pastoral team within Social. What follows are guidelines about what the resident sub-tutor may reasonably be expected to do.

Responsibilities

1. The care of every boy in the Social. A sub-tutor should be aware of the needs of each individual and especially the most vulnerable.
2. Aid and support the Tutor and PHM in developing a mutually supportive approach amongst boys and staff, maintaining discipline, tidiness and good order in the Social.
3. Attend Social functions such as New Boys' Tea, Social plays and Cultural evenings. Assist in organising key Social events such as Christmas parties, Theatre trips, BBQs and Gaudy drinks.
4. Be a presence around Social as much as possible; typically this is achieved by 'walking through' en route to lessons, meals and chapel.
5. In the Tutor's absence, the Sub-Tutor may have to deal with parents with regard to the day to day matters or those of a more serious nature. Members of the CMT are always available to advise and in the first instance, the Deputy Head (Pastoral) should be the first point of contact.

The Sub-Tutor should have regard for their position being in loco parentis and act accordingly. They will have two duty nights a week; this will involve supervising the boys in Chapel on one of the evenings, ensuring the smooth running of prep, (possibly) running Cocoa, getting the boys to bed on time and having the duty Prefect report to them at the end of the evening. They will also deal with any problems or disciplinary issues which may occur during the duty.

A sub-tutor may be asked to provide cover for the Tutor over a weekend; typically, this is once a term but may be more where circumstances dictate. In the Tutor's absence, the sub-tutor will also be responsible for accompanying boys to Sunday Chapel and supervising the afternoon roll call.

All of the above should be carried out in accordance with College policy.

Support

In the first instance the Social Tutor should provide any guidance or support needed. However the Deputy Head (Pastoral) is always available if needed.

Details of allowances for sub-tutors can be obtained from the HR department.

Role of Pastoral Housemistress

A PHM (Matron) is required to play a key role in the pastoral care of all the boys in the Social on a day-to-day basis. A PHM will be part of a team which includes the Tutor, the living-in Sub-Tutors and prefects (senior boys with responsibilities in the Social).

General welfare (Senior Master – Pastoral Care)

1. To be responsible, in conjunction with the Tutor, for the boys' general welfare, health and presentation.
2. The PHM will be expected to help new boys to settle in and to look after all boys in the Social, both on a day-to-day basis and in helping them individually to cope with any crises in their lives. This will involve listening to their problems over a wide range of issues. A PHM is expected to help the Tutor to create a friendly and happy atmosphere in the Social. A PHM will also often be a point of contact with parents and will be ready to take telephone messages if the Tutor is out of the house.
3. With the rest of the team, the PHM is expected to ensure that the boys are well turned-out and appropriately dressed. The PHM should be a major source of awareness of poor behaviour and ready to alert the Tutor regarding any areas of concern.
4. The PHM is expected to assist the Tutor on "Social" occasions and in entertaining the boys. A PHM will supervise 'Cocoa' (9.00 pm-10.30 pm) up to three times a week.
5. With the recognised importance of the Children's Act and the introduction of National Boarding Standards the role of the PHM on the pastoral side is of key importance. The opportunity will be offered and encouraged to take part in Boarding School Association courses leading to qualifications in this area. A PHM will be expected to be aware of child protection procedures in the school.
6. The PHM should monitor boys' daily routine (including punctuality, meal attendance, diets, etc) and work with the rest of the social team to help boys meet expected standards.

Health (Deputy Head (Pastoral))

1. To assess illness and injuries, then to deal with minor problems and to refer to the Lead Nurse at the Health Centre all other medical matters, in accordance with the advisory notes issued by the school Doctor.
2. To arrange orthodontic and physiotherapy appointments and to accompany and transport boys as necessary.
3. Take emergency cases to hospital where appropriate.
4. Keep in-house medical files up-to-date and ensure that the computer log of 'off-games' is accurate.

Housekeeping (Operations Director)

1. To ensure that there is a clean and pleasant environment in the Social throughout the term. S/he works with the Housekeeping Management Team who are responsible for the cleaners and the standards the College requires.
2. To liaise with the Housekeeping Management Team regarding the supervision of cleaners in the Social.
3. To supervise the collection and redistribution of boys' laundry. Liaising with the Housekeeping Management Team, direct the sewing-lady to ensure that boys' personal clothing and items throughout the Social (like curtains) are kept in good repair.
4. To liaise with the Tutor in ensuring that satisfactory and safe standards are maintained in the Social, including reporting any necessary repair or maintenance work to the Bursary.

5. Be in charge of securing boys' rooms at the end of term and at half terms.

The role of non-employed spouses and partners resident within boarding houses

At Radley College we fully recognise the importance of the role that a spouse/partner plays in a boarding house. This support is effective, and is seen as being entirely appropriate and to be strongly welcomed: the significant value gained from the spouse's/partner's support is much to the advantage of the boarders welfare.

The support provided by a spouse is a matter between the Tutor/sub-tutor/PHM and their spouse/partner. Account should be taken of cross-gender contact and pupil privacy. Examples of the support provided can include:

- attending official visits, events and functions;
- attending meals;
- supporting fixtures or concerts or theatre performances, in the same way that we encourage other spouses to be involved;
- spending time chatting informally to pupils.

It is of course important that the Disclosure and Barring Service screens resident spouses and partners, whether or not they are employed by the school, and this is an essential requirement.

In order to comply with Standard 19.2 of the National Minimum Standards for Boarding Schools, the following also applies:

- the terms of accommodation of a resident spouse/partner are subject to the Service Occupancy Agreement signed by their partner.
- spouses'/partners' conduct with pupils is expected to be in line with the professional conduct of the Tutor/sub-tutor/PHM.
- a spouse must ensure that all their visitors are supervised appropriately, in relation to contact with boarders.
- unsuitable contact with children is regulated by the Safeguarding Policy, a copy of which has been issued to spouses/partners.
- a resident spouse's/partner's accommodation may be terminated if there is evidence (at Radley College or elsewhere) that they are unsuitable to have regular contact with children.
- a resident spouse/partner is liable to be asked to leave the residential accommodation if he or she is charged with or convicted of any offence which falls within the remit of the Crown Prosecution Service. He or she must notify the Designated Lead Officer (Ed James) of any such charge or conviction.