



# Llandovery College

An independent day and boarding school for boys and girls from 3 to 18 years old, set in the heart of the Welsh countryside

Appointment of a

## Boarding Assistant

September 2024

# Llandoverly College



*Gwell Dysg na Golud: Our Education is our Wealth*

Llandoverly College, one of Wales' oldest and most successful independent schools, is situated in a small market town in the heart of the beautiful Tywi Valley, West Wales. Comprising a Nursery School, Prep School and Senior School, our ethos is driven by pride, passion and performance. Our values are compassion, tolerance, kindness, integrity, generosity of spirit combined with a commitment to service and academic excellence.

Our pupils receive a bespoke academic education, tailored to excite and inspire young minds. We provide a stimulating and fulfilling learning environment where, in small class sizes, teachers have time to give children the individual attention they deserve.

With outstanding sporting provision and a legendary rugby heritage, the College provides an excellent rounded educational experience: drama, music, the Combined Cadet Force and outdoor pursuits flourish at the highest level and the College organises a wide range of tours, trips and expeditions.

***“Passionate about Sport. Serious about Education”***

Home to around 250 pupils, aged 3 to 18, Llandoverly College is a close-knit community of boys and girls, boarders and day pupils from Wales, and from all over the World.



# Boarding Assistant



*Part time, permanent: 20 hours a week; evenings and weekends*

A unique opportunity within our Boarding Team.

## *Job Description*

A fantastic opportunity has arisen for a Boarding Assistant to join us at Llandovery College. The successful candidate will assist in student life whilst ensuring the highest standards of supervision and care, safeguarding, security and support to our students both in the college and the boarding accommodation.

Llandovery College is a school that takes pride in the promotion of a positive ethos, which is supported by the knowledge that the Houseparent has about each and every member of the House, and the kind and caring way in which each pupil is supported and encouraged.

The role may include a variety of shifts:

Evening shifts (any time between 5pm and 11pm)

Weekend shifts



The role will require a hard-working, enthusiastic individual who will be able to easily fit into a friendly and supportive team of talented and committed staff who are focused on pupil well-being.

Are you kind, caring and supportive of young people?

Are you well-organised, committed and a team-player?

## Interested?

### *Key Objectives*

- To checking to sign in/out books to do a regular walkthrough in residence.
- To check for any security issues and monitoring the status of students, providing visibility and accessibility to students.
- To provide handover information and reports.
- To support Houseparents in supervising the boarding provision within a designated residential house.
- To monitor the health, safety and welfare of the students living in residence.
- To recognise, respond, record and report all safeguarding concerns and alerting management via college systems
- To administer homely medication to students as required.
- To support positive behaviours and ensure that students comply with rules of residence.
- To handle sanctions and bring to the attention of Head of House and Head of Boarding.
- To act as a fire warden in cases of fire.
- To carry out visible checks of all fire equipment.
- To ensure students, wash clothes, cover and store food correctly, maintain good personal hygiene and maintain cleanliness in their bedrooms.

### *General*

- To adopt a flexible approach to fulfilling the job description and person specification which will involve weekend and evening work and participation
- To proactively ensure the College's activities are carried out in accordance with organisational strategy, legislation and best practice in terms of Diversity and Equality
- Sustain and promote the aims, ethics and aspirations of the College
- Undertake any other duties as directed that can reasonably be accommodated within the scope and salary range for the job and your expertise

The duties and responsibilities highlighted in this job description are indicative and may vary over time reflecting changes to internal and external factors. Post holders are expected to undertake other duties and responsibilities as required by the Warden of Llandovery College that are relevant to the nature, level and extent of the post.

## Applications

Llandovery College is an equal opportunities employer, we value diversity and are strongly committed to providing equal employment opportunities for all employees and all applications for employment.

Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.

*Llandovery College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This appointment will be conditional on successful pre-employment and enhanced DBS checks.*



Applications should be submitted via E-Teach, or sent directly to the Deputy Warden, together with a covering letter and the names, addresses, telephone numbers and email addresses of two referees.

For convenience, email communication may be used.

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