



JOB DESCRIPTION

Role:	Head of Boarding
ILH Centre:	Walhampton School
Report to:	Centre Manager (CM) and ILH Coordinator
Residential/Non-residential:	Residential

KEY ROLES

- Ensure the well-being and safety of all ILH students at all times.
- Provide and maintain a safe domestic environment for all residents.
- Work with the Centre Manager (CM) to deliver good customer service and ensure the success of the ILH Summer Programme.
- Support the Head of Activities (HoA) with delivering the Activities Programme.

SPECIFIC RESPONSIBILITIES

House Duties

- Assist the CM with organising and managing student arrivals/departures and airport transfers.
- Assist the CM in the coordination of the 'Meet and Greet' and settling-in of all students.
- Organise and deliver residential induction and ensure students are aware of rules and regulations.
- Ensure fire, Health and Safety and medical emergency information and procedures are correctly displayed on the notice boards in the residences, and students are aware of them.
- Distribute and manage key/key card allocation and maintain accurate rooming lists.
- Manage the safe storage of passports, travel tickets, and money for students and Group Leaders.
- Manage the safe storage and distribution of medicines as required.
- Manage wake up/lights-out routines on a daily basis and supervise staff pastoral duties.
- Carry out regular roll calls and complete registers, reports and any required administration daily.
- Ensure effective house supervision of all residents, at all times.
- Ensure sign-in/out registers are completed by students in the residences.
- Manage the supervision of students in the residences between lessons and activities.
- Open and close the residences as instructed by the CM.
- Carry out daily bedroom checks and report any issues or damages to the CM.
- Be present in the residences from 21:00 until breakfast time.
- Create and manage the House Parent roster allocating time/days off.
- Maintain records of House Parent working hours, recording any overtime, absence, and sick leave and submitting them to the CM on a weekly basis.
- Ensure student behaviour management processes are in place and liaise with the CM and Group Leaders.
- Complete risk assessments and incident forms as necessary and submit these to the CM.
- Keep a daily log of First Aid issues and incidents, and actions taken.
- Liaise with the CM and Walhampton School site manager and ensure that fire drills are carried out on a regular basis and undertake fire marshal duties.



- Manage and liaise with Walhampton School staff who provide laundry, cleaning, and catering services.
- Ensure information about laundry days, cleaning times and daily/weekly menus are displayed.
- Ensure information about activities and excursions are displayed and promoted and students sign up in advance where necessary.
- Coordinate and assist with the supervision of students during mealtimes and breaktimes.
- Attend daily meetings with the CM and HoA, and assemblies if required.
- Carry out all reasonable house duties as requested by the CM.
- Assist with the clear-up at the end of the Summer Programme at Walhampton School.

Activities Programme

- Ensure you are familiar with all activity procedures and excursion destinations.
- Liaise with and support the HoA with the rostering of HPs and their evening activity duties.
- Check the HP's completion of risk assessments and submit these to the HoA.
- Lead the safe transfer of students before and after evening activities and excursions, if required.
- Attend briefings prior to evening activities and excursions.
- Assist with the planning and delivery of evening activities in the residences, if required.
- Encourage full student participation and ensure that students have a positive experience.

Welfare

- Manage staff, student and Group Leader welfare and pastoral needs in the residences.
- Ensure you have read all relevant ILH handbooks and are aware of your duties and responsibilities and signed all required documentation.
- Ensure you have read, understood and are compliant with all relevant ILH and Walhampton School policies and Health & Safety regulations and procedures.
- Ensure you and the House Parents, students and Group Leaders are aware of Walhampton School fire evacuation procedures in the residences.
- Support the ILH Summer Programme ethos and encourage students to achieve their individual best to become confident users of English.
- Create an inclusive, positive atmosphere in the residences where all students are motivated and supported.
- Maintain a safe, healthy, and secure boarding environment for all residents.
- Take all necessary steps to minimise any risk and report any concerns/feedback to the CM.
- Act as, or delegate a House Parent to act as, a Group Leader for individual students, dealing with queries and monitoring their supervision.
- Provide support and information to House Parents with regards to duties, domestics, safeguarding and safety.
- Implement an 'open door policy' inviting open communication, feedback, and discussion between you and all House Parents.
- Ensure suitable provisions are made if a child is sick or unwell and you or a House Parent remains in the house with them.
- Ensure all staff and student's cultural, religious and dietary needs are met and respected.
- Ensure all students are happy and adjusting to UK life and enjoying their learning experience.
- Ensure all concerns and incidents are reported and recorded immediately to the CM (Safeguarding Lead), and ILH Coordinator where necessary, and followed up within 10 days.



INTERNATIONAL
LANGUAGE CENTRES



INTERNATIONAL
LANGUAGE HOLIDAYS

Pre-course

- Assist with the set up and induction at Walhampton School on the Saturday before the start of the course.
- Successfully complete a short, **online Safeguarding** course and provide certificate.

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at work legislation, ILC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of ILC and ILH will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES: **5 July – 2 August 2026**
Set up and Induction at Walhampton School on Saturday 4 July.

SALARY: **£589 per week** (+ 12.1% statutory holiday pay, paid in the final week).
There is an additional payment of £20 per week for returning staff.
For the Induction you will be paid £60 + holiday pay for the session.

TIME OFF: **One day per week** (not Saturday or Sunday)

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons he/she is responsible for or comes into contact with. All employees will be asked to undertake a Disclosure and Barring Service check.





PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- Up-to-date knowledge of British life and culture
- Eligibility to work in the UK (no sponsorship)
- Over 18
- Experience working with Young Learners
- Excellent written and oral communication skills
- Excellent organisational and leadership skills
- Good working knowledge of Microsoft and Google programmes
- Understanding of Safeguarding issues and Prevent Duty
- Ability to work early mornings, evenings and weekends as required

Desirable:

- Experience of working with Young Learners
- Experience of working at a residential summer school
- Active interest in sport, arts & crafts and other activities
- Valid, enhanced DBS certificate for the child workforce on the Update Service
- First aid training
- Fire safety training

PERSONAL QUALITIES

Essential:

- Professional attitude and smart appearance
- Sympathetic and caring disposition
- Willingness to be flexible
- Ability to make sound decisions
- Ability to prioritise workload
- Ability to accept responsibility
- Ability to motivate staff
- Ability to relate to all staff at all levels and build effective working relationships
- Ability to deal with difficult situations
- Ability to remain calm under pressure
- Team player
- Good listener
- Culturally sensitive
- Enthusiastic and energetic
- Tactful and diplomatic
- Self-confident
- Patient
- Innovative