

Job role information for workers in independent boarding schools

This information will help people working in independent boarding schools apply for the right Register part. The practices described below will vary depending on your job role, set by your employer. You should use it as a guide to help decide which Register part applies.

Manager of an independent boarding school

Managers of independent boarding schools are workers who hold responsibilities for the overall development, management and quality assurance of service provision including the supervision of staff and the management of resources.

If you are a manager you are likely to:

- be registered as manager of your service with the Care Inspectorate
- provide leadership for the service you have responsibility for
- hold overall responsibility for the writing and reviewing of the work setting policies and procedures, for example child protection policy
- be responsible for the practice that safeguards the children using the service
- be responsible for implementing staff development and performance development review systems
- be the first point of contact for handling complaints
- be responsible for the allocation of work in your service
- hold overall responsibility for budgets and oversee the ordering and purchasing of resources for the service
- have overall responsibility for completing quality assurance processes such as Care Inspectorate annual returns
- manage the multi-agency working arrangements
- have overall responsibility for health and safety within the service
- be responsible for planning and implementing an agreed care plan
- be responsible for contributing to the quality assurance of the service.

School or house staff in an independent boarding school

School or house staff in an independent boarding school are workers who will have work delegated to them but who may be required to work on their own initiative.

If you are a worker you will:

- promote the safeguarding of people who use the service
- promote effective communication
- support children who have experienced traumatic events in their life
- promote the development of young people
- support children in a group living environment
- support children with emotional needs perhaps relating to abuse
- support children to achieve educational outcomes and transitions to work/college
- work as part of a team and communicate effectively
- develop your practice through reflection
- safeguard the health and safety of the workplace.

More information

If you need more information about registration, please contact our registration team at: registration@sssc.uk.com or 0345 60 30 891.