RSD Boarding Information Sheet (Academic Year 2026-27)

The Royal School Dungannon's Boarding Department (RSD Boarding) is explained in detail in the School Prospectus, which is available for viewing on the School website at: www.royaldungannon.com. This Information Sheet is a guide for prospective applicants for teaching positions and should be referred to when completing the Application Form.

RSD Boarding is led on a day-to-day basis by the Head of Boarding (HB). The HB is assisted by the Assistant Head of Boarding (AHB), a team of Matrons, the Dilworth Tutors, a team of Boarding Assistants and other ancillary staff as well as the RSD teaching staff. In addition to management responsibilities, the HB and AHB contribute a significant portion of all Boarding duties, including morning, evening and weekend duties.

The remaining duties in Boarding are undertaken by RSD teaching staff and support staff as explained below. **All** teachers at RSD are expected to make a contribution to the RSD Boarding and this forms part of every teacher's contract. There are two routes by which that contribution can be made.

1. As a Boarding Assistant

Working under the direction of the Head of Boarding or Assistant Head of Boarding, Boarding Assistants are the backbone of RSD Boarding , performing all duties, including morning, evening and weekend duties. Newly appointed teachers are often required to make a commitment to become a Boarding Assistant and are provided with accommodation free of charge, should they be rostered to stay on any one particular evening. All staff accommodation has recently been refurbished. There is additional payment for all Boarding duties carried out and meals (breakfast, lunch, dinner) are provided.

Boarding Assistants only reside in school when actually on duty. A Boarding Assistant may choose to stay in School and take advantage of the accommodation if available and other services on offer but no duty payment is made in such a case.

Boarding Assistants take charge of Boarding on a rota system and they will have duties before school, at lunchtime, after school and/or an evening duty as well as being rostered for overnight duties when they are "on call". Boarding Assistants work together to enable each other to swap duties as needed.

Duties are made up of various components:

- Saturday or Sunday all day duty running from 8.30am through to 9.30am on Sat/Sun and from 9.30am through to 8.30am on Sun/Mon.
- Saturday or Sunday support duties (12.30pm – 5.30pm).
- Sleepover Duties (11.00pm to 8.20am including breakfast – ensures there are two staff sleeping overnight in school).
- Prep Duty (5.30pm to 8.00pm).
- Evening Duty (5.30pm to 11.00pm).

Two typical duty patterns over the course of the years are given below showing a variation been duties during the week and at the weekend.

Example 1

Just over one sleepover per week, with approx. six Saturday or Sunday all-day duties plus a similar number of support shifts on either a Saturday or Sunday along with a few prep or evening duties. Circa £3,000 per annum

Example 2
An average of one sleepover per week, with approx. twelve Saturday or Sunday all-day duties plus approx. six support shifts on either a Saturday or Sunday along with a few prep or evening duties. Circa £4,000 per annum

It is not compulsory for Boarding Assistants to supervise in RSD Boarding during half term holidays in October and February and RSD Boarding is closed for the two-week holidays at Christmas and Easter respectively. Boarding Assistants will be asked to assist in a voluntary capacity where possible with payment at time & a half rates.

Visitors should not be in Boarding Assistants' rooms during school hours nor unaccompanied in the rooms at any time. They must vacate the residential areas and be off the premises by midnight. Boarding Assistants on duty should not entertain visitors during duty hours.

2. As a member of Day Staff who contributes to boarding duties as *per* the duties rota
All Teaching Staff are expected to contribute to the supervision of boarders after school and in the evening as part of the School's rota of boarding duties, and to augment weekend supervision. Typically, they cover prep for 5-6 evenings across the academic year (excluding Friday) from 5.30 pm - 8.00 pm; or, alternatively, provide support for RSD Boarding on a weekend afternoon. An additional payment is made for evening and weekend duties undertaken.

3. Matrons and other Boarding staff
RSD Boarding is supported by a team of Matrons who are on duty in the evening (until 10.00 pm) and at weekends.
Overseas boarders for whom English is a second language benefit from working with a TEFL teacher throughout the week.
There are also a number of other Boarding Assistants, who contribute to the boarding rota and are not teaching staff. Typically, these are students or school leavers who have some experience of a residential setting.
In addition, a large team of ancillary staff provide cleaning, laundry and meals under the direction of the School Bursar.
Boarding Assistants benefit from all such support services and staff benefit from the provision of meals when on duty.
The Dilworth Tutors have their own rota and provide support to the staff on duty.

4. Remuneration *per annum* (subject to annual review)
The annual figure will fluctuate depending upon the number of duties undertaken by individuals but varies between £2000 and £4000 approx.

Payment for Boarding Assistant duties is made one month in arrears e.g. September duties are paid in your October salary.

Car Parking is available for all Boarding Staff when on duty. All Boarding Staff have access to all the School's facilities throughout the week, including the Sports Hall, Fitness suite, Computer rooms, Library, Boarding Wi-fi network, Satellite TV, DVDs, Common Rooms, Sick Bay and Matron.

5. Terms of Service

Boarding Assistants are required to serve for no longer than five years. Boarding Assistants wishing to continue in Boarding after five years of service are welcome to do so.

Boarding Assistants may be released from their duties if a suitable replacement is recruited to the staff. In such a case they would join the Day Staff rota. Two terms' notice is required to allow due time for replacement purposes.

6. The Boarding Department 2024-25

Role	**Name**
The Headmaster	Dr DA Burnett
The Head of Boarding (HB)	Miss SL Winslow
Assistant Head of Boarding (AHB)	Mrs LB Nelson
Boarding Assistants	Mrs RA Arneill
	Mr SA Black
	Miss LJ Burnett
	Miss ZA Burrows
	Miss KL Chambers
	Miss KR Cuddy
	Miss AA Donaghy
	Mrs AB Drennan
	Miss AN Farmer
	Mr JL Garcia
	Mr CP Haugh
	Mrs CS Montgomery
	Mrs NG Peden
	Mr GJ Willis
Matrons	Miss M Campbell
	Mrs C Saygi
Dilworth Tutors	Nicholas Perano
	Ifalame (Lame) Lui
	Uiketapu (Tapu) Vainikolo