

RSD Boarding Information Sheet (Academic Year 2021-22)

The Royal School Dungannon's Boarding Department 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.

The Boarding Department at RSD is led on a day-to-day basis by the Head of Boarding (HB). The HB is assisted by a team of Matrons, the Dilworth Tutors and other ancillary staff as well as the RSD teaching staff. In addition to management responsibilities, the HB contributes a significant portion of all Boarding duties, including morning, evening and weekend duties. The remaining duties in Boarding are undertaken by RSD teaching staff as explained below.

All teachers at RSD are expected to make a contribution to the Boarding Department and there are three routes by which that contribution can be made.

1. As a Resident Teacher

Residents are the backbone of the Boarding Department, performing all duties, including morning, evening and weekend duties. Newly appointed teachers are often required to make a commitment to become a Resident Teacher and are provided with accommodation free of charge. All staff accommodation has recently been refurbished. There is additional payment for all Boarding duties carried out and meals (breakfast, lunch, dinner) are provided.

Residents 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". Residents work together to enable each other to swap duties as needed.

Typically, a Resident's duty begins at tea time (5.30 pm) and runs through to breakfast the next morning. As with the HB, a Resident undertaking an evening duty enjoys the support of a Matron, Dilworth Tutor and other RSD teaching staff. When a Resident is 'on call' overnight then an overnight payment is made. When a Resident is not on duty then s/he is free to leave the school premises. A Resident may choose to stay in School and take advantage of the accommodation and other services on offer but no duty payment is made in such a case.

Weekend duties are split into two, running all day Saturday and all day Sunday. The number of weekend duties undertaken depends upon the number of Residents and Externs available in any year. Presently, Residents perform about six weekend duties (i.e. either Saturday **or** Sunday) across the school year. In addition, Residents contribute to weekend duties by providing support on a Sunday afternoon on around five occasions in the school year.

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

Visitors should not be in Residents' 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. Residents on duty should not entertain visitors during duty hours.

2. As an Extern Teacher

Extern Teachers perform the same duties as Residents, including evening and weekend duties, but perform fewer duties in total across the academic year. Extern teachers are not required to sleep on the School premises and to provide 'on call' overnight supervision, except when performing a weekend duty. However, Externs may choose to perform the overnight 'on call' duty in place of a Resident by mutual agreement. This is common in cases where an Extern does not wish to travel home late in the evening. In such a case the person undertaking the duty receives the overnight payment. Presently, Externs cover eight weekend duties (i.e. either Saturday **or** Sunday) across the academic year.

3. As a member of the Day Staff who contributes to boarding duties as per the duties rota

All Day 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, in any academic year, day staff contribute to boarding duties after School, from 3.25 pm - 4.45 pm on about 5 occasions as part of directed time, providing supervised cover in the Library. They also cover prep for 4-5 evenings across the academic year (excluding Friday) from 5.30 pm - 8.30 pm; or, alternatively, provide support for the Boarding staff on a weekend afternoon. An additional payment is made for evening and weekend duties undertaken.

4. Matrons and other Boarding staff

The Boarding Department is supported by a team of Matrons who are on duty during the day and 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. In addition, a large team of ancillary staff provide cleaning, laundry and meals under the direction of the School Bursar. Resident staff benefit from all such support services and Externs and other staff benefit from the provision of meals when on duty.

5. Remuneration *per annum* (subject to annual review)

Resident staff **£5,000 approx***

Extern staff **£3,000 approx***

*The annual figure will fluctuate depending upon the number of duties undertaken by individuals.

Payment for Resident and Extern duties is made one month in arrears e.g September duties are paid in your October salary.

All laundry, meals, cleaning, light & heating, electricity: free of charge.

Car Parking is available for all Resident staff when on duty.

Residents have access to all the School's facilities throughout the week, including the Sports Hall, Computer rooms, Library, Boarding Wi-fi network, Satellite TV, DVDs, Common Rooms, Sick Bay and Matron.

6. Terms of Service

Boarding staff are required to serve as a Resident or Extern for no longer than five years. This may be as a Resident for five years or as an Extern for five years or some combination of the two roles. Staff wishing to continue in Boarding after five years of service are welcome to do so.

Residents and Externs may be released from their duties if a suitable replacement is recruited to the staff. In such a case a Resident would normally be expected to take on the role of an Extern; and an Extern would join the Day Staff rota.

Married staff are not expected to serve as Residents and a Resident who marries in post will be released from serving as a Resident and expected to take up Extern duties. Two terms' notice is required to allow due time for replacement purposes.

7. The Boarding Department 2021-22

Role	Name
The Headmaster	Dr D Burnett
The Head of Boarding (HB)	Miss S Winslow
Resident Staff	Miss K Clarke
	Mrs N Peden
	Miss H Logan
Extern Residents	Miss D McCombe
	Mrs A Gilkinson
	Mrs P Matthews
	Mrs L Shaw
	Mrs A Wright
	Miss S Colgan
	Mr M Drennan
Reserves	Ms R Clingan
	Mr M Black
	Mr S Black
	Mr C Haugh
Night Matrons	Miss M Campbell
	Mrs C Saygi
	Mrs J Caddoo