



## **JOB DESCRIPTION**

**Job Title:** Houseparent (Non-Resident)

**Reports to:** Head of House

**Liaises with:** Director of Student Services, Senior Tutors and the College Maintenance team

**Line Manages:** There are no line management responsibilities with the Houseparent position.

### **Job Purpose**

The Houseparent will be responsible for contributing to the pastoral care of boarders and the daily running of the boarding house. The houseparent will know the exact location of all boarders at all times ensuring they know and implement college policy in relation to missing boarders and their role in actively searching for them, including working with police where appropriate. Houseparent's are effectively in loco parentis and so you must, at all times while on the premises, be ready to deal with any significant distress, difficulty or emergency.

### **Hours of Work**

Houseparent's will be expected to work 12-hour periods on a shift pattern to include days and evenings. All boarding staff will also be required to attend team meetings and staff training to ensure that the College meets its statutory duty and that there is consistency across the boarding houses.

### **Main duties**

#### **Contributing to the effective running of the Boarding House**

- Create and maintain a happy, safe, warm and homely environment which is conducive to the students feeling at ease and being able to live and work happily;
- Lead in the creation of suitable standards of behaviour for the students in your care;
- Be responsible for the smooth, orderly and effective running of the House and for the welfare, safety and wellbeing of the boarders in it;
- Make sure that students (boarders and visitors) are appropriately and effectively supervised;
- Foster a sense of House identity and spirit by developing and encouraging students to participate actively in House activities;

- Ensure that the House rules are being followed at all times and address any infringements that may occur, including ensuring that students are always back in the House by the prescribed time in the evening
- Ensure that students treat the belongings of others and the fabric and furnishings of the House appropriately and with respect
- Take responsibility for the reporting of any damages, renewal of consumables and repairs to the Maintenance team
- Foster a positive atmosphere in the House and aim always to be fair and consistent in your daily interactions with students, not least in the way that College and House rules are applied and any infringements dealt with
- Be open to sensible requests and suggestions from students for ways in which the running of, and the provision in, the House may be improved, and discuss these with the Head of House
- Meet prospective students and parents and show them around the Boarding House as and when required by the Head of House or other senior member of staff
- Maintain regular contact with the Head of House and/or with other colleagues as appropriate
- Attend Boarder's Voice meetings along with the Head of House. These usually take place once every term, though additional meetings may be called if and when the need arises
- Maintain open, cordial and constructive relationships with the parents and guardians of boarders and respond promptly and helpfully to any communications and requests from them ensuring that the Senior Tutors are kept informed at all times
- Be sensitive to, and promote good relations with, neighbours and other members of the local community
- Respond promptly and deal with any emergencies or unexpected situations that may occur at any time ensuring that College policy is followed.

### **Pastoral support**

- Build and maintain positive and constructive relationships with the students, get to know each of them individually and be aware of their particular circumstances, needs, strengths and possible vulnerabilities, and provide them with the best possible care and support at all times
- Be alert to any signs of unhappiness or indications that a student may be experiencing difficulties; be available to listen, talk and support students with any emotional or social issues they may have; and liaise with other relevant staff (such as the College Designated Safeguarding Lead, the student's Senior Tutor and/or the Head of House, as appropriate)
- Be alert to any tensions or signs of bullying, including cyberbullying, and, in the event that these issues should arise, deal with them promptly in line with the College's anti-bullying and behaviour policies
- Facilitate contact between students and their parents/guardian where requested, including allowing privacy where requested
- As a member of staff with pastoral responsibilities, attend meetings with other staff and as necessary also with parents / guardians as well as attending training events, both in and out of College, as appropriate or required.

### **Daily routines and supervision of pupils**

- Be familiar with and where necessary, assist students in meeting their daily schedules;
- Oversee and ensure the effectiveness of arrangements for students getting up in the mornings and going to bed at night, including making sure that the House is quiet when it needs to be;
- Support students to complete their homework and facilitate an evening study period each day.

### **Administration and record-keeping**

- Keep accurate and up-to-date records of the students' welfare, health, emotional wellbeing, achievements and behaviour, as well as any concerns and/or disciplinary issues and sanctions
- Report issues or concerns of any kind that may arise to the appropriate colleague(s) as quickly as possible
- Be responsible for general administration of the House and liaise with the appropriate staff in matters concerning maintenance, services, including IT, health & safety, the upkeep and improvement of the fabric of the House and of its equipment, furniture and fittings
- Maintain the accident/incident report log and ensure that all accidents and incidents are reported to the College Health and Safety Officer.

### **Regulations, safeguarding and compliance**

- Be aware of the National Minimum Standards for Boarding Schools (NMS) and fulfil your obligations to ensure they are met, reporting to the Head of House in respect of any areas of concern
- Be aware of all relevant College policies, including in particular the College's policies for Safeguarding and Child Protection
- Be aware of, and familiar with, the provisions of the most up to date version of the DfE document *Keeping Children Safe in Education* and/or any other documents of a similar nature that may come into force e.g. Working Together to Safeguard Children
- Keep abreast of periodic updates in these policies and regulations, undertake training as required to ensure compliance with them at all times
- Comply at all time with College policies as set out in the Staff Handbook
- Attend all team and other staff meetings as required.

### **H&S and medical issues**

- Take responsibility for all Health & Safety within the House, including running routine fire drills (some to be run during the hours of darkness)
- Ensure the safety of students and staff by maintaining accurate records, dealing appropriately with hazards and reporting any issues or problems promptly
- Comply with College policies and procedures in respect of security of the House and its occupants
- Ensure student's medical needs are fully met
- Look after students who are unwell, including responding to emergencies by, for instance, contacting the Head of House immediately and being prepared to accompany a student to hospital where necessary. In such instances, you must make sure that the House is adequately supervised in your absence

- Ensure that any medical or dietary requirements that students may have are well understood and properly catered for in the House.

### **Domestic arrangements**

- Oversee the cleaners, and ensure that the House is kept clean, tidy and in good order at all times, reporting any issues promptly
- Maintain all necessary records such as daily fridge temperatures, food probing temperatures where appropriate
- Ensure the House is prepared to a high standard so that it is welcoming and homely before the start of term and ensure that it is left in order after the end of term.

### **Meal arrangements including Houseparent's duties**

Breakfast and an evening meal will be served in the boarding houses 7 days a week.

At weekends, a late brunch is served in the boarding houses and snacks are available for students to help themselves. Dinner is served in the boarding house: pre-prepared meals and other ingredients are delivered to the House in advance.

- Lay out self-service breakfast every evening when on duty;
- Ensure breakfast is cleared away when on morning duty;
- Some basic food preparation and heating up of evening and weekend dinners are required;
- Ensure the kitchen / dining areas are left clean and tidy at the end of breakfast and evening meal.

### **Other duties**

- In addition to your duties and responsibilities within the boarding house, you will be expected to be actively involved in other aspects of College life. The nature of such involvement is likely to vary over time and in the light of your own interests and experience as well as the College needs. There may, for instance, be opportunities to get involved in the College Activities programme, pastoral initiatives or weekend events.
- Other duties as may be reasonably requested from time to time by the Head of House, the Vice Principal or the Principal.

### **Additional Duties**

- Actively promote and market the College and present a positive image of the College and its activities both within and outside the College environment.
- To attend relevant professional development courses and external meetings as representative of the College
- To carry out any duties at all times in accordance with the College's policies including Health and Safety, Child Protection and Safeguarding Policies

*\*We reserve the right to introduce changes in line with technological developments which may impact upon the job duties or methods of working.*