

## Boys' & Girls' Houseparents

The Houseparent Role is an additional responsibility which may supplement any of the following roles; EAL Teacher, Course Assistant, Course Nurse or Matron.

This Job Description is designed to be read in conjunction with the relevant Job Description from the list of primary roles above.



### Person Specification:

We are looking for enthusiastic, lively and ambitious candidates to help run the Boys' and Girls' boarding houses, accommodating approx. 40-50 students between the ages of 8-15. The boarding provision is paramount to the success of the Summer School, and the post holders must be committed to providing a first-class pastoral care service.

Reporting to and working with the Director of Boarding & Pastoral Care, the Houseparents will create a home from home that fosters respect, understanding and inclusiveness within a hugely culturally diverse environment. Compassion, kindness and strong role modelling are key requisites for this very important role, as is the ability to possess a cheerful, positive and can-do attitude. Experience of working in a boarding house or similar is required.

### Working Hours:

As Boys and Girls Houseparents, the postholders will have additional duties in the boarding house, expected to be a total of approx. four evenings and mornings each week, including Saturdays or Sundays. As with all staff, they will have one full day off each week. Houseparents are residential staff and even when off duty, they must be willing to "leap into action" in case of any emergency that may arise, especially during the night.

### Salary:

The Salary supplement for Houseparents for the three week course is £350. Statutory holiday pay (currently 5.6 weeks per year) is included in the salary pro-rata. This role is a residential one, and accommodation, as well as all meals and refreshments are provided for the duration of the course, and staff are able to enjoy the Highfield grounds and facilities in their spare time when not in use by the school.



## Job Description

The Houseparents provide a 'home-from-home' for the students and become a vital point of contact for the children to look up to, seek guidance from and receive outstanding care and attention. The Houseparents will work closely alongside the key pastoral and academic staff to ensure the children's emotional wellbeing needs are being catered for and that they feel happy, safe and secure at Highfield for the duration of the course.

This role is a particularly fulfilling, yet demanding one, and the Houseparents must have the ability to build a caring, friendly and supportive rapport with the students, whilst being able to deal appropriately with challenging welfare and discipline issues when required. The Houseparents will have full support from the Director of Boarding & Pastoral Care and the rest of the boarding team to achieve this critical aim.

*"Really well managed course with a really good team who look out for one another."*

Staff Member 2017

## Job Description Cont.

### Key responsibilities include:

- **Day-to-Day Management of the Boarding House:** Assist the Director of Boarding & Pastoral Care with the day-to-day running of a Boarding House by overseeing evening routines, holding House Meetings, ensuring all domestic systems are in place, and ensuring there is a clean, tidy and safe living community for the children to live in. Houseparents will wake the students, making sure they all get up, tidy their dormitories and make their way to breakfast, and supervise breakfast. When not required in their other role, they will be in the boarding houses preparing activities, dealing with parental queries, liaising with the pastoral teams and undertaking general duties relating to student welfare and well-being.
- **Evening Responsibilities:** Assist the Excursions & Activities Manager in organising the evening routine and make themselves an active and visible presence in the boarding houses during the evenings.
- **Pastoral Care:** Work collaboratively with the entire staff, sharing information as necessary so as to provide a strong, competent and consistent welfare service to ensure the physical and emotional well-being of all students. Be a first point of contact for any students requiring support or guidance and dealing sensitively and swiftly with any home sicknesses issues. Alongside the Director of Boarding & Pastoral Care, observe and monitor student behaviour and deal with any incidents of poor behaviour or bullying immediately in order to create a harmonious internal community. Ensure House rules and boundaries are clear, fair and transparent with plenty of praise, and sanctions given out consistently.
- **Discipline:** To support the Director of Boarding & Pastoral Care with the implementation of the Summer School Discipline and Behaviour Management Policy, and deal with any discipline issues that might arise. Advise the teaching staff on any matters involving individual students.
- **Medical Care:** Work alongside the Course Nurses, Director of Boarding & Pastoral Care in ensuring a first class Medical Care service is available to students. Look after any ill children who are under the care of the Nurses, but who need to stay in bed. Deal effectively with any sick children overnight, making them comfortable and liaising with the Nursing team in the morning.
- **Student Belongings:** Ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that students treat the belongings of others and the fabric of and furnishings of the House with respect. To develop in the students a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- **Record Keeping:** Keep the Daily Routine Order (DRO) up-to-date each day with a full report. Ensure all pastoral issues or concerns are logged appropriately, and a written daily log of all phone calls and emails received and sent concerning the students in the House.
- **House Registers:** Take a call-over at appropriate times during 'boarding time', following the protocol at all times if a child is absent or goes missing.
- **Accommodation and Communal Areas:** Ensure the Boarding House is bright, welcoming and that appropriate signs, notices and posters are displayed in appropriate places and that all areas are returned to their original state at the end of the course.
- **Health and Safety:** Support the Estates Manager and the Director of Boarding & Pastoral Care in ensuring that all fire evacuation procedures are satisfactory and known to all members of the Boarding Houses and that all aspects of the School's Health and Safety policies are implemented.
- **Assemblies & Whole School Events:** Attend whole school events (such as the end of term graduation ceremony and prize giving event) and be supportive of all that goes on outside the classroom.
- **Collaboration with Staff:** Attend staff briefings to discuss the day ahead and any individual student concerns. In addition, it is expected that staff will share their resources and good practices and collaborate together in a positive manner at all times.
- **Transfers:** Boarding staff may be required to meet students arriving at Heathrow airport on the first day of the course and accompany them to Heathrow on the final day of the course.
- **On Site Responsibility:** It is expected that staff are willing to "leap into action" in case of any emergency that may arise, especially during the night.

