**JOB DESCRIPTION:**

**BOARDING**

**Resident Assistant House Parent**

**Grade: H6**

**Reports to: Head of Boarding House**

**POST RESPONSIBILITY**

**Support the Head of Boarding House in ensuring the care, welfare, wellbeing and safety of the boarders resident in the House. The postholder is jointly responsible (with Head of Boarding House) for housekeeping and liaison with cleaning, laundry and maintenance staff. All resident staff contribute to the personal development of boarders and are responsible for providing pastoral care, support (including academic support) and guidance to boarders resident in the House.**

**Deputise for the Head of Boarding in their absence.**

The duties and tasks listed below are a general outline of the duties expected.

**MAIN AREAS OF RESPONSIBILITY**

* The postholder will work a shift pattern, as established and reviewed periodically by the Director of Boarding and Head of Boarding House.
* The current requirement is to be on duty 3 days per week, as well as being on duty every other weekend.
* All staff in residence are expected to act as directed in the event of an evacuation or emergency.
* A weekday duty is from 7:00am through to 10:30pm. During duty days, they may be required to be on-call from 10:30am to 3:40pm. On duty days, they will be required to liaise with other duty staff, cleaners and laundry during these times as well as carry out pastoral administration. Additional hours are required on occasions such as on open day, induction day and at the beginning of the academic year.
* In general there will be two resident staff on duty at any one time, supported by other non-resident staff.
* All house staff are to be resident 24 hours before and after the end of each half term and term.
* Resident staff are required to attend a weekly meeting with the other resident staff of the House
* Teamwork is an essential part of this role. The postholder is expected to ensure they work with colleagues, ensuring their energies and skills are used in the best interests of all boarders resident in the House.
* Appropriate professional appearance and dress is required at all times, to suit the needs of the role. The school will provide necessary PPE.

*A Specific Tasks document relevant to the individual role and according to individual departmental requirements is provided separately. These tasks will be subject to review within organisational needs.*

**EQUALITIES**

Be aware of and support difference and ensure that the School’s equalities and diversity policies are followed.

**HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, and report all concerns to an appropriate person.

**DISCLOSURE & BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the School’s pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

**ADDITIONAL INFORMATION**

The jobholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the School’s policies and practices.

All new recruits to the school within this Grade are subject to a 26 calendar week probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

**ACCOMMODATION**

The role comes with its own accommodation. Residence is required except in holidays and on Friday and Saturday nights on weekends off.

**ORGANISATION CHART**

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| --- |
| Headmistress |
|  |  |
| Director of Boarding |
|  |  |
| Resident Head of Boarding House |
|  |  |
| Resident Assistant Houseparent |

**CONTACTS**

Boarding pupils

Boarding parents

All members of staff in the school

**KNOWLEDGE, EXPERIENCE AND PERSONAL ATTRIBUTES**

**Essential**

* Excellent communication skills.
* Necessary skills and experience to act ‘in loco parentis’ and form healthy working relationships with boarders.
* Experience of managing behaviour either in a classroom setting or similar.
* Experience of working in a school, boarding house or similar environment.
* Knowledge of National Boarding Minimum Standards.
* Knowledge of Child Protection procedures and the document ‘Keeping Children Safe in Education’
* Competent administrative and record-keeping skills.
* Ability to work unsupervised and to use own initiative.
* Organised, able to meet deadlines and take responsibility for tasks.
* A valid driving licence.
* Intrinsically, the role by its nature requires a degree of caring, which is difficult to define in writing. An awareness of the social, physical, emotional and spiritual development of all young people irrespective of race or religion and a happy balance of care, interest, concern and discipline are all required.
* Flexible and sensitive to the needs of a wide range of users in the school.
* A willingness to undertake additional training both in and out of school, as required by the needs of the role.

**Desirable**

* Specialist skills, such as counselling for non-counsellors.
* Knowledge of the Social Care Common Inspection Framework.
* Knowledge of ICT systems.
* Appropriate minibus driving qualifications.
* A willingness to undertake more extensive CPD which could include visiting other state boarding schools

**SALARY & NOTICE PERIOD**

The salary will be pro-rata.

Notice period required: 1 month

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| --- | --- | --- |
| Postholder: ........................................................... |  | Signature: ................................................. |
| Line Manager: ...................................................... |  | Signature: ................................................. |
| Dated: ............................................................ |  |  |