



# **ELIZABETH HOUSE DAY HOUSE PARENT JOB DESCRIPTION**

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## ABOUT CATS COLLEGE CAMBRIDGE AND CSVPA

CATS College and CSVPA offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. CSVPA students study in buildings in the heart of the City of Cambridge on courses ranges from Pre-Foundation to Masters Levels. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

You will be a supervising adult presence in the boarding house during the school day, committed to ensuring the health, well-being and behaviour of students.

## REPORTS TO

You will be directly responsible to the Deputy Head of House (Elizabeth House) within the Boarding team of the College. You will work within the framework set by and under the general direction of the Principal.

## MAIN RESPONSIBILITIES OF THE JOB

As a member of the boarding team, you should carry out your role to support the needs of the students you work with and the College in general.

You will:

- Monitor the students' welfare and behaviour and report concerns and issues to the relevant members of the Boarding and Welfare teams
- Maintain a visible presence in the boarding house when on duty
- Liaise with Programme Directors and Heads of Department as necessary;
- Ensure the smooth running of the boarding house generally in accordance with the student handbook to maintain a friendly, welcoming and happy environment;
- Assist with laundry requirements of the students
- Assist with keeping the laundry room tidy if needed
- Report any maintenance issues through the college system
  
- Report student illness promptly to the Health centre. If emergency attention is required, to use the emergency number or call an ambulance
- In the absence of the Health Care Assistant ensure ill students in their rooms are cared for under the direction of the College Nurse
- If the Health Centre is closed provide assistance to students who are unwell
  
- Liaise with the Data and Attendance Manager to follow up students absent from lessons through the day
- Ensure that students who have been marked absent from lessons meet with senior staff at the end of the day
- Report any students who fail to do so to the duty boarding team to be followed up to attend meetings with senior staff before the start of lessons the following morning



- Help with student arrivals, student induction and departures when required
- Attend termly induction and regular staff meetings
- Provide assistance to Head of House as required

### As part of your wider role within the College, you will also:

- Follow the guidelines of the staff handbook
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal to undertake work not specified in this job description
- Be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the College
- Maintain standards of ethics and behaviour in and out of college.

### In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant college, national and statutory frameworks.

## PERSON SPECIFICATION

The job requires that you have:

- The ability to work with, care for and supervise young people
- High levels of energy, an even temper and a sense of humour
- The ability to relate to young people
- The ability and willingness to work in a multi-cultural environment
- Willingness to work unsociable hours
- The ability to work as a team member and lead by example, to be proactive, flexible and reliable
- A full understanding of current child protection procedures

## HOURS OF WORK

The normal working hours are from 9.00am until 5.30pm, Monday to Friday.

## CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College and CSVPA community is expected to CARE. This means that we:

### Commit

- Go the extra mile
- Follow-up & follow through

### Act

- Take ownership
- Look for a solution



**Respond**

- Address issues positively
- Communicate proactively

**Empathise**

- Are active listeners
- Are respectful and value students, parents and other customers

## About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

## And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.

