

# ABB COLLEGE CAMBRIDGE

## House Parent Job Description

**Department:** Boarding

**Responsible to:** Head of House

**Responsible for:** All Students

**Hours:** 5 days on duty; 2 days off duty

Core hours 7-11.30; 16.15 - end of curfew and on-call for emergencies

**Holiday:** 50 days total to be taken in agreement with Head of House and Director of Boarding and subject to accommodation calendar (must take the period of time at Christmas when boarding is closed, and all other times of year must be fully staffed, including summer school)

**Remuneration Package:** £14,644 - £20,000 depending on experience

Free on site city center accommodation, free utilities and wireless internet, meals are provided when on duty (value of £10,000)

### About the Alpha Plus Group

The Alpha Plus Group was founded in 1931 and currently comprises eighteen independent schools and colleges. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education. Alpha Plus Education Limited (APEL) provide student accommodation across the UK.

APEL staff are dedicated to providing top quality pastoral provision for every student. All students are welcomed into the local college and we ensure that each individual has an exceptional experience.

Students have a personal tutor at the college with whom they meet regularly to discuss their personal and academic progress and any welfare concerns.

The principle duty of the House Parent is to assist with providing top quality pastoral care, for international students. This will involve upholding student welfare and the maintenance of discipline and time management.

Duties are required on a daily basis and include both weekdays and weekends. Rota cover will typically be shared with at least one other member or the boarding team. Any changes to the rota must be agreed by the Director of Boarding. All House Parents must report to the Director of Boarding and Head of House as required.

### **Weekdays (Term Time)**

#### **Houseparent Morning Duties (7:00-11:30)**

- Wake up calls and ensure that students attend school
- Attend to any students who are ill, absent from college, etc. and report absences as per the Attendance Procedure
- Ensure that accommodation and communal areas are clean and tidy, report problems
- Attend to administrative duties under guidance of the Head of House
- Attend meetings in college as required.

#### **Houseparent Afternoon and Evening Duties (16:15 – end of curfew)**

- CSA sign-out
- Supervision of student detentions
- Supervise evening catering, log complaints, record any maintenance requests and actively support students
- After school and evening activities such as clubs, sports, mentoring
- Curfew checks and supporting the curfew procedure
- Once curfew checks are complete, the duty ends unless there is an exceptional circumstances; staff are expected to remain on-site

## **Weekends and Non-Term Time (07:00-15:00; 15:00 – end of curfew)**

- Follow up on any attendance issues
- Oversee weekend detentions
- Look after unwell students
- Attend sports clubs, run interesting and diverse weekend activities
- Arrange and support weekend trips in and around Cambridge, as well as further afield
- Curfew checks and supporting the curfew procedure
- General administration and support of the Head of House as required

## **Overall responsibilities and duties:**

- Offer support and guidance to all boarders, promote student welfare and enforce behaviour policies; assist the boarding manager day-to-day
- Check and respond to emails, texts and calls from students and staff ensuring that the tone and layout is formal and professional at all times
- Ensuring student records are updated daily
- Assist in the management of the residence, induction of new students, and the organisation of student departures and room inventories.
- In the first and last week of every term all boarding and accommodation staff to support the Head of Accommodation with inductions and departures.
- Provide medical assistance for minor illnesses and first aid, maintain accurate medical records for students and liaise with local medical services where necessary.
- Actively assist and supervise students during study times, meal times, and curfew.
- To conduct buildings tours.
- Assist with the organisation and running of the students' social calendar and activities, including running trips and following all trips procedures under the guidance of the EVC.
- Select and train student reps to assist with daily tasks and to act as a representative for all boarders.
- Attend weekly meetings with boarding staff to ensure that concerns and information is frequently shared
- Maintain student files to a high degree of accuracy including records of behaviour, discipline,

rewards, medical history, medical assistance given, etc.

- To display and update rotas, menus, event details, Abbey extracurricular programs, local listings, maps, transport, local amenities and services information.
- To assist the Head of House with ensuring the Gold Standard in catering, cleaning, inventory checks, induction and the day to day running of the boarding houses.
- To attend all whole school events including assemblies, parties, Charity Fairs, May Ball etc.
- To promote the student voice.
- To attend Boarding Meetings in Abbey Cambridge, staff training and courses as required.
- Attend A&E &/or Urgent Care Cambridge with students requiring urgent or emergency medical assessment outside of school hours.
- Review and act in accordance with the Child Protection Policy and Missing Student Policy.
- To carry out room inspections ensuring that all students are adhering to the rules of the residence and that all the equipment in the rooms are working (eg lights, extractor fans, etc) every half term.
- Report any health and safety issues, repairs or maintenance to the Head of House by email within the hour.
- Raise any health and safety issues to the specified member of college staff: regarding student welfare and the breaching of any welfare policies (e.g. anti-bullying, drugs policy), regarding the residence within the hour. **To report any serious welfare issues to the Child Protection officer immediately and without hesitation.**
- To provide overnight duties in other accommodation types as needed including holiday cover.
- To attend training sessions and meetings as required.
- To help manage detentions
- To assist with curfew management
- To oversee catering and student uptake for services
- To work with the wider team to ensure all accommodation is covered day and night as required to ensure and maintain student safety. This may include a short term overnight stay in another residence
- To help manage the rota
- To help manage petty cash

*The above list is not exhaustive other reasonable duties may be required*

Boarding staff require, or will receive, the following training/security checks:

- Enhanced DBS Checks to prove their suitability to work with children in and out of the home environment
- Three written & verbal references from previous employers asking for suitability for the role
- Full employment history with any significant gaps explained, previous employers may be contacted
- Level 1 Child Protection Training
- Food handling and hygiene training and certificate
- First aid training
- On-going training with an experienced accommodation provider
- Sufficient proof must be held of any relevant qualifications

Person Specification		
	ESSENTIAL	DESIRABLE
<b>Experience</b>	Experience of working with young people	<p>Experience of working in residential environments</p> <p>Experience of working in an educational context</p> <p>Experience of working with teenagers</p> <p>Evidence of mentoring, providing advice and support on a one to one and group basis</p>
<b>Qualifications</b>	A-Levels	Degree or relevant Boarding qualifications
<b>Knowledge / Aptitude</b>	Competent in the use of a PC, particularly the use of MS Word and Outlook.	<p>Knowledge of local, regional and national leisure, recreational and cultural activities.</p> <p>Knowledge of OFSTED frameworks</p>

	<p>Working knowledge of record keeping and data protection issues</p> <p>Excellent verbal and written English</p> <p>Working Understanding of Confidentiality</p> <p>Working Understanding of Child Protection</p>	<p>Knowledge of Child Protection Legislation</p>
<b>Student Focus</b>	<p><b>Pastoral Care</b></p> <p>Has a commitment and enthusiasm for working with our students</p> <p>Ability to provide a service which ensures equality of opportunity to each person</p> <p>Delivers support and maintains records as per requirements of Abbey College Cambridge internal performance management requirements</p> <p>Has a commitment to enabling and empowering students to become actively involved in Abbey College Cambridge and their community.</p>	
<b>Interpersonal Skills</b>	<p><b>Working with others</b></p> <p>Builds and maintains effective working relationships with students, colleagues, Abbey College and other stakeholders</p> <p>Manages and ensures clear professional and emotional boundaries are established</p> <p>Demonstrates a keen understanding of the ability to adapt one's approach when working with different groups</p> <p><b>Communication</b></p> <p>Presents verbal and written information clearly and professionally to a variety of audiences with different first languages and variable English skills.</p> <p><b>Diversity</b></p> <p>Builds trust and has respect for others, shows an awareness of the impact of own behavior.</p> <p>Can demonstrate an understanding and sensitivity to the diverse needs of students and treats everyone fairly and consistently.</p>	

<b>Personal effectiveness</b>	<b>Risk management</b>  Works in line with policy and procedure  Applies and promotes risk management to work practices as required  Aware of the need for confidentiality in dealing with personal information and of risk of harm circumstances when confidential information must be shared.  <b>Approach to work</b>  Able to plan, organise and implement work effectively and on own initiative, with minimum direct supervision  Able to work under pressure and to respond and deal with emergency situations  Ability to solve problems in a constructive manner  Demonstrates flexibility in approach to work  Able to take a responsible and accountable approach to work  Willing to learn and develop in a pro active and professional way to deliver to the core Abbey College Cambridge values and expectations.
<b>Commitment to Abbey College Cambridge</b>	<b>Commitment to organisational goals</b>  Should be able to demonstrate a strong commitment to the values and expectations of Abbey College Cambridge  <b>Embracing change</b>  Open to and supportive of change and new ways of working  Willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload
<i>The post holder is expected to work within policies and procedures of Foundation and be committed to its values and expectations. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment.</i>	