



## Job Description

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|------------|--------------------------|
| Role Title | House Parent (full time) |
| Location   | DLD College              |
| Reports to | Director of Boarding     |

### Job Purpose:

To provide support and guidance to all boarders to promote their welfare and wellbeing. This is a residential post. The College is committed to safeguarding and promoting the welfare of our students and as such all staff will be expected to undergo basic safeguard training and operate within these guidelines.

### Key responsibilities

- To work collaboratively as part of the boarding team and the wider college body.
- To work according to the boarding house rota including a combination of days, weekends and nights as required.
- To implement college policies including those pertaining to Safeguarding (Child Protection) & behaviour.
- To ensure the highest standards of supervision, support and care for boarders.
- To work within and to apply the National Minimum Standards (NMS) for Boarding together with ISI guidance.
- Assist in the management of the boarding house, the booking & induction of new students, and the organisation of student departures & room inventories
- Provide medical assistance for minor illnesses & first aid, maintain accurate medical records for students and liaise with the Nurse and local medical services where necessary
- Assist & supervise students during study sessions & guided learning, meal times, and curfew.
- Assist with the organisation and running of the students' social calendar & activities
- Attend regular boarding meetings.
- Maintain student files to a high degree of accuracy including records of behaviour, punishment, rewards, medical history, medical assistance given, etc.
- Record any significant instances of sanctions.
- Supervision of meal times and monitoring of boarders' diet.
- Ensure the smooth running of daily service including laundry, cleaning, maintenance & catering.

- Ensure that students are awake and leaving for lesson on time, report any illness or un/authorised attendance to college/person tutor
- Ensure that students are in the boarding house at curfew and following procedure if students are late/missing.
- Assisting with annual reviews of policies and procedures.
- Supporting a culture of warmth, community & support within boarding.
- To undertake other duties as required in line with college needs.

#### **Qualifications & Experience:**

- Experience of working within a boarding schools environment
- Working knowledge of Child Protection (Safeguarding,), the Boarding Schools' National Minimum Standards for Boarding and ISI regulations and guidelines.
- Good knowledge of UK legislation relating to the welfare of young people
- Student Services experience in the education sector desirable
- Certified at the enhanced DBS level (check undertaken prior to employment)
- Current First Aid certificate (Training to be provided)
- Counselling experience (desirable)

#### **Knowledge and Skills**

- Proven track record of working with young people.
- Excellent people management skills
- Excellent communication skills
- Effective judgement and decision-making abilities
- Effective problem-solving skills
- Good IT skills
- Calm and diplomatic
- Well-presented and professional attire
- Good health record
- Punctual time-keeper
- Flexibility and willingness to accept additional responsibilities
- Good interpersonal skills
- Team player, but also able to work autonomously
- Ability to use initiative
- Good English language written and verbal skills

## **SAFEGUARDING**

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.