



AIGLON
Switzerland

Job Outline: Assistant House Parent (AHP)

Responsible to: Houseparent (HSP)

The main function of this post is to be an adult presence in the House and to be responsible for the safeguarding, welfare and security of students by assisting the Houseparents (HSPs) and their team in the supervision of the welfare of the students and their 'House', the physical building within which they live.

The job may involve any or all of the following specifications. Above all, there is an expectation of an AHP who is generous with their time and responsive to the needs of the students. The list is neither definitive nor exhaustive and the range of tasks will embrace many incidents and situations which are not stated, but require initiative and common sense to be applied. The post requires someone who likes and understands young people and is able to demonstrate good sense. They should have good personal inter-active skills with young people and their parents and guardians by being a good listener, flexible in outlook, reliable, warm and friendly in disposition, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job effectively. The nature of the work requires physical fitness and a good level of stamina. It is understood that each House may have a slightly different structure for the job, depending upon the particular circumstances, strengths and skill of the individual post holders. The role may vary according to whether the AHP works in a junior or senior house. The hours will normally be between 10.45 and either 15.45 or 17.45 Monday to Friday but is subject to flexibility. AHPs will also be required to be on residential duty 1 weekend in 3, with the opportunity to be involved in school activities on other weekends.

The role of the AHP can cover a variety of responsibilities including

- General residential support
- Teaching and supervisory support, for example in drama, music, sport, expeditions or another area of specialist interest and competence.

General duties in the House will include:

- Assisting the Houseparent in promoting the welfare and security of students and the smooth running of the House
- Working as part of the wider House team
- Residential and administrative work in the House
- Weekday supervision in House, usually between 10.45 and either 15.45 or 17.45
- Weekend duties, typically 1 weekend in every 3
- Morning and evening duties in the House
- Overnight supervision in the House as required

- Various boarding and school supervision duties as required
- Study supervision
- Assistance with the co-curricular programme
- Attendance at weekly training and support meetings as required
- Any other duties which may reasonably be required from time to time by the School.

Qualifications and training:

Highly desirable:

- Degree level education - highly desirable
- Demonstrated ability to work in a team - highly desirable
- Prior residential experience - highly desirable
- Experience of working in an educational setting

Of value:

- Proficiency in French
- A specialised area of interest

Normal Monday to Friday House routine:

1045 - 1100	Handover: Matron HSP or DHP.
1045 - 1545/1745	AHP on duty (lunch from 1145-1215, cleaning staff presence in House over lunch).
1730 - 1745	Handover: AHP and House staff (HSP, DHP, Tutor).
1730 - 2130	Tutor on duty plus AHP or HSP in House (HSP x3 and AHP x2 weekday nights)
2130 - 0700	AHP or HSP overnight duty (HSP x3 and AHP x2 weekday nights)

Weekends:

Residential duty 1 weekend in 3, with the opportunity to be involved in school activities on other weekends.

It is important that the post holder is always aware of Safeguarding guidelines and Staff Prudence code, observing an appropriate professional relationship with students that is characterised by effective working and caring relationships.

This job outline only contains the main accountabilities relating to the post of Assistant House Parent and does not describe in detail all of the duties required to carry them out. The Assistant House Parent may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.