



ABBAY COLLEGE CAMBRIDGE

Information Pack: House Parent

**To be a community energized by a love of
learning and the pursuit of outstanding
achievement for all**



**Each individual student
achieves excellence by
achieving significant and
rounded personal development**

**Each individual student
achieves excellence by looking
out from the college to broader
horizons**



**Each individual student
achieves excellence by gaining
the best possible examination
results**



**Each individual student
achieves excellence by winning
a place on a challenging
university course**



**Each individual student
achieves excellence by taking
responsibility as an
independent learner**



What people say about Abbey College Cambridge

'The students are very friendly and cooperative; lessons are intimate and offer many opportunities which are not available in other schools such as the ability to work one-to-one with every student regularly; the staff are also very friendly and welcoming.'

'The students are fantastic.'

'The students' conscientiousness, commitment and mature approach to studies are first rate. They are also appreciative of one's assistance with their work and solving non-academic problems.'

'Most students have a superb attitude toward learning which makes it so much easier to teach them; they want to learn.'

'We really appreciate the management of Abbey College Cambridge for their commitment and all the help our daughter has received. She is excited and very happy in doing her A levels'

'There is a diverse community of students and caring teachers who always try their best to guide me and helping with my university application. I hope to study Medicine and work as a doctor. The college has provided me with guidance in choosing the best possible route.'

'Abbey is not a college, it is a very large family, and this is exactly what you are looking for when you are leaving your family in your home country.'

'My time at Abbey College Cambridge has made me more mature in my outlook towards life in general. The teachers pay a lot of attention to details and they always give a 100% to their students. They are always there for you when you need help, so you feel academically secure.'

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'

'I would like to take the opportunity to thank you and your team for an outstanding welcome. I am so impressed by Abbey College in Cambridge. Education, accommodation, location, staff are all excellent.'



House Parent

We are currently looking for an enthusiastic **Junior House Parent** and a **Senior House Parent** to join our boarding team (this is a live-in role).

The principal duty of the boarding team is to deliver high quality pastoral care for our students. Abbey College Cambridge was awarded Outstanding for boarding and the successful candidate will care deeply about the welfare of young international students and strive to make the best possible home environment and organise fun and interesting trips.

A DBS (Disclosure & Barring Service) check will be required as part of the recruitment process if offered a position

A salary of £14,644 - £20,000 per annum is offered to the successful candidate depending on experience, plus free accommodation, free utilities (including council tax) and meals when on duty. The position is full time and permanent, working 5 days on duty/2 days off duty per week. Closing date for applications is Friday 8th December 2017.



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.

In all its educational establishments, the Alpha Plus Group aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its staff will be alert to the needs of its pupils and students - including their need for safety and protection - and will put the interests of children and young people first at all times.

The Centres of Excellence

Each centre retains its own identity, with the Heads and Principals afforded significant management authority, but with the benefits of financial security,

camaraderie and opportunities for sharing best practice by belonging to one of the country's leading educational groups.

Abbey College Cambridge

Abbey College Cambridge was established in 1994 as a premier sixth form college specialising in providing high quality teaching to classes of around ten students. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-sessional English Language.

Such students are often able and ambitious and usually aspire to gain entry to top UK universities after completing their studies with us. The college has a track record of helping such students to do just that. As an illustration, 29 Abbey College Cambridge alumni are currently studying undergraduate courses at Oxford and Cambridge universities, with a further nine now studying at post graduate level.

Staff at Abbey College Cambridge share key values. We agree to:

- value every student and member of staff
- work constantly to raise expectations
- develop learning and teaching strategies suited to each student
- work in close partnership with students, parents and carers
- nurture, share and celebrate the successes of every member of the community

The Abbey College Cambridge Safeguarding Statement: *“Abbey College Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”*

Pension

Abbey College Cambridge is part of the Alpha Plus Group and auto enrol all staff onto a company pension scheme which currently offers a 3% employer and 5% employee contribution.

Our new Campus – September 2016



With demand for places at Abbey College Cambridge very high, we responded by building a new state-of-the-art campus which opened its doors in September 2016. Our new campus has been designed by the staff of Abbey College Cambridge to perfectly fit the learning and boarding needs of our students. Our amazing new campus includes:

- 120 ensuite bedrooms with full board on campus, a further 230 rooms within a 5 minute walk
- 56 fully equipped classrooms and laboratory spaces
- Art studio, music rehearsal room, and performance spaces
- On campus restaurant serving all students meals
- On campus gym with free staff sessions available
- Coffee bar

JOB DESCRIPTION

It is the collective responsibility of all members of staff to provide a friendly, stimulating, and secure environment in which every student in the college has the opportunity to develop personally, socially, and academically. Members of staff work to the policies of Abbey Cambridge's parent company, Alpha Plus Group Ltd. These documents will be issued to staff on appointment. Every member of staff will undertake the following duties in a responsible and professional manner.

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 - £16,000 for a junior house parent, £16,000 - £20,000 for a senior house parent. This will depend 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

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- 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

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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.

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- 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

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- 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
Experience	<ul style="list-style-type: none"> ▪ Experience of working with young people 	<ul style="list-style-type: none"> ▪ Experience of working in residential environments ▪ Experience of working in an educational context ▪ Experience of working with teenagers ▪ Evidence of mentoring, providing advice and support on a one to one and group basis
Qualifications	<ul style="list-style-type: none"> ▪ A-Levels 	Degree or relevant Boarding qualifications
Knowledge / Aptitude	<ul style="list-style-type: none"> ▪ Competent in the use of a PC, particularly the use of MS Word and Outlook. ▪ Working knowledge of record keeping and data protection issues ▪ Excellent verbal and written English ▪ Working Understanding of Confidentiality ▪ Working Understanding of Child Protection 	<ul style="list-style-type: none"> ▪ Knowledge of local, regional and national leisure, recreational and cultural activities. ▪ Knowledge of OFSTED frameworks ▪ Knowledge of Child Protection Legislation

Student Focus	Pastoral Care <ul style="list-style-type: none"> ▪ Has a commitment and enthusiasm for working with our students ▪ Ability to provide a service which ensures equality of opportunity to each person ▪ Delivers support and maintains records as per requirements of Abbey College Cambridge internal performance management requirements ▪ Has a commitment to enabling and empowering students to become actively involved in Abbey College Cambridge and their community.
Interpersonal Skills	Working with others <ul style="list-style-type: none"> ▪ Builds and maintains effective working relationships with students, colleagues, Abbey College and other stakeholders ▪ Manages and ensures clear professional and emotional boundaries are established ▪ Demonstrates a keen understanding of the ability to adapt one's approach when working with different groups Communication <ul style="list-style-type: none"> ▪ Presents verbal and written information clearly and professionally to a variety of audiences with different first languages and variable English skills. Diversity <ul style="list-style-type: none"> ▪ Builds trust and has respect for others, shows an awareness of the impact of own behavior. ▪ Can demonstrate an understanding and sensitivity to the diverse needs of students and treats everyone fairly and consistently.

<p>Personal effectiveness</p>	<p>Risk management</p> <ul style="list-style-type: none"> ▪ 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. <p>Approach to work</p> <ul style="list-style-type: none"> ▪ 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.
<p>Commitment to Abbey College Cambridge</p>	<p>Commitment to organisational goals</p> <ul style="list-style-type: none"> ▪ Should be able to demonstrate a strong commitment to the values and expectations of Abbey College Cambridge <p>Embracing change</p> <ul style="list-style-type: none"> ▪ 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
<p><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></p>	



Outline of Selection Process

Job title	House Parent
Application Deadline	Friday 8th December 2017
Shortlisting	Monday 11th December 2017
Interview dates	From 18th December 2017 onward
Start date	January / February 2018

Application

Applications will only be accepted from candidates completing the online Abbey College Cambridge Application Form in full submitted along with a covering letter/personal statement.

Candidates should be aware that all posts in the school involve responsibility for safeguarding children. The Abbey College Cambridge Safeguarding Statement: *“Abbey College Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share*

this commitment." Our Child Protection Policy is included in this Application Pack.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Please provide full details in a sealed envelope marked 'Confidential'. The letter will be opened after shortlisting, prior to interview.

References

We will approach one referee for each shortlisted candidate for information to verify particular experience or qualifications, before interview. Further references will be taken up after the interview.

Your referees will be asked about your suitability to work with children and whether they know of any disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

Interview

If you are invited to interview this will be conducted in person and will include questioning on your suitability to work with children. Candidates for any teaching post will be required to conduct a lesson as part of the selection process. Details of the lesson will be provided to shortlisted candidates prior to the interview date.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them: passport or photo ID and proof of the right to work in the UK.

Offer of Appointment

Any offer is conditional on receipt of satisfactory references, an enhanced DBS clearance, the interrogation of qualifications and proof of the right to work in the UK. The candidate will also be asked to complete a medical questionnaire.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because: the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate's suitability to work with children.

Child Protection and Safeguarding Policy

GROUP AIMS

In all its educational establishments, the Alpha Plus Group aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its staff will be alert to the needs of its pupils and students - including their need for protection - and will put the interests of children and young people first at all times.

Further information can be obtained by contacting the college or from the college's website.

Recruitment Of Ex-Offenders Policy

As an organization using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Alpha Plus Group Ltd complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of an Enhanced Disclosure on the basis of a conviction or other information revealed.

Alpha Plus Group Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

An Enhanced Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where an Enhanced Disclosure is required, (all posts which require direct access to children) all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where an Enhanced Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Alpha Plus Group and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Alpha Plus Group Ltd to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Alpha Plus Group Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the

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position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of an Enhanced DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in an Enhanced Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Conclusion

This policy applies within the following companies, which are wholly owned subsidiaries of Alpha Plus Holdings Limited, a company registered in England, registered number 4418776, that is to say:

Alpha Plus Group Limited, registered number 438111

Agnes Educational Enterprises Limited, registered number 2982847

A.W. & P. Patton Ltd, registered number 507496

Cliff School Limited, registered number 3867464,

and the terms "Group" and "Company" should be interpreted accordingly, dependent on the employing company. The registered office of all companies is 50 Queen Anne Street, London W1G 8HJ. Any enquiries regarding the application of this policy should be addressed to the Head of H R at that address.