



JOB DESCRIPTION

Role:	House Parent
Department:	Boarding
Contract type:	Permanent
Reports to:	Head of Boarding
Line management:	Boarding Assistant, Graduate Assistant, Housekeeper

Ruthin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Purpose of the Role

To act in a parental capacity for all pupils residing in the boarding house including the provision of advice, information and counselling and the enforcement of the School's Code of Conduct.

Duties and Responsibilities

The following list is not exhaustive, but the main responsibilities of the role are:

Promote and maintain high professional standards within the boarding house and wider school community in support of the aims and ethos of the school:

- Establish professional working relationships with all students and staff and set a good example through their presentation and personal and professional conduct
- Uphold the School's Code of Conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere in the boarding house and consistently apply the school's agreed sanctions and rewards procedures
- Take responsibility for personal development and progression, making full use of the school's development opportunities and training
- Attend Pastoral and Staff meetings as appropriate, contributing actively whenever possible
- Participate in and fully engage with the school's appraisal process
- Maintain a thorough awareness of professional duties and legal liabilities associated with working with children and young adults, safeguarding and child protection legislation
- Attend relevant safeguarding training
- Make appropriate referrals to the School's Designated Safeguarding Person
- Participate effectively as a member of the Duty House Parent team on a rotational basis, including being present on site when on duty.

Provide effective and proactive pastoral support to students within the boarding house to promote the general progress and wellbeing of all students:

- Provide a sympathetic point of contact for students
- Provide advice, information and counselling for students on an individual and/or collective basis
- Establish a clear routine in the House to maintain student safety, health, happiness, good behaviour and academic focus
- Provide firm, fair and consistent discipline within the House
- Appropriately deal with accidents and health issues of students
- Know the whereabouts of students when they are away from school during term time and ensures that such arrangements are both safe and suitable for the student's age
- Awareness of and satisfaction with the security and appropriateness of students' holiday plans unless or until they return to their parents
- Make provision for students who have particular individual pastoral needs.

Assess, record and report on student welfare in accordance with the School's policy and practice to ensure all students are appropriately monitored:

- Maintain and update student data as required
- Liaise with parents on pastoral and disciplinary issues
- Maintain a log, tracking academic, pastoral and disciplinary issues
- Provide information verbally or in writing to the Head, Deputy Head and Head of Boarding on all matters of importance involving students.

Ensure the boarding house provides a safe and secure environment for students in accordance with legislative and best practice requirements:

- Liaise with the Facilities team to ensure the effective maintenance of house fire equipment and checks the implementation, monitoring and reporting on the fire practices instigated by the Fire Officer
- Ensure students understand security problems existing in the House and implement procedures in accordance with school policy of issues arise
- Advise the Facilities Manager on any maintenance, security or cleaning issues
- Ensure Houses are left clean and tidy at the end of each term
- Executes the school search procedures as outlined in the School Major Incident Plan.

Actively and effectively attend and participate in relevant meetings and successfully liaises with colleagues to ensure students are effectively looked after and fully participate in school life:

- Communicate effectively, including keeping written records, with all stakeholders in the House for the benefit of the student(s) (students, parents, guardians, activities staff, accounts, Boarding Assistant, Graduate Assistant, House Keepers, Form Tutors, Night Wardens, Nurses, Teachers, Directors, Deputy Head, Head)
- Chairs meetings as directed by the Head of Boarding, including supervision, and attend meetings as required

Contribute to the student experience at Ruthin School by ensuring that the students enjoy their time with the House:

- Implement an induction process to provide new students with support and information when joining the House
- Organise regular House events e.g., in-house daily/weekly activities, Christmas party, leavers lunch, etc.

Others

- Teach a reduced timetable allocation per week (or provide an acceptable non-teaching role for an equivalent number of hours) and support school activities and events
- Undertake additional duties that are appropriate to the role as directed by the Head of Boarding, Deputy Head or Director of Safeguarding.

The following duties are ones which all staff are required to perform:

- Always observe health and safety procedures and work safely
- Be responsible for your own continuing professional development, undertaking training as appropriate with developments in your role
- Promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact, and undertake regular training in this area
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the school and your role
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Ruthin School.

Terms and Conditions

Working hours	As a member of the boarding team, the working hours are before and after the school day, and at weekends. You can expect to have two nights off during each week (Monday – Thursday) and to have a weekend rota with one weekend off in three. Family accommodation is available and the post holder is required to be resident in this accommodation during term time. Council tax, water rates and utility bills will be paid by the School. Meals will be available in the School during term time.
Holiday entitlement	You would work term-time, plus a maximum of three days at beginning and end of each half term to open and close the boarding house so they are ready for the arrival of students.
Pension	Inclusion in the APTIS (Aviva Pension Trust for Independent Schools)
Notice period	2 terms

Additional guidance on the expectations of the role:

Houseparents take overall responsibility for the house and their pupils 24 hours per day, 6 days a week (except for a week where the Houseparent has a weekend off).

Within these 6 days, Houseparents will form part of the supervision arrangements for their house, as per the duty rota. Outside of their assigned duty times, they are still on-call and should be contactable at all times.

If a Houseparent leaves site whilst on-call, they should be able to return to the boarding house within 30 minutes of receiving a call.

Houseparents are also expected to be available to cover boarding duty if a staff member fails to arrive for any reason, calls in sick, etc, and suitable cover hasn't been found.

Similarly, Houseparents should be available to induct new pupils or new staff during these times.

Houseparents are also expected to attend/participate in a reasonable number of events at the request of the Head of Boarding, such as guardian meetings, social events, etc.

Houseparents should sleep on-site on their duty nights, be contactable throughout the night in the event of an emergency, and not be intoxicated. We employ night-wardens who are awake, on duty and the primary point of contact for students overnight – so night-time disturbances should be rare.

Houseparents have one 24-hour period per week (7.45am one day to 7.45am the next day) where they are off duty. They also have every third weekend off duty (8am Saturday to 11pm Sunday). During these times, there is no expectation for a Houseparent to be contactable by phone or to check email. There is also no requirement for Houseparents to remain on or close to site during these times.

Houseparents are actively encouraged to take a full break from work during their off-duty times.

PERSON SPECIFICATION

Ruthin School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • A willingness to study for and achieve a Boarding Schools Association, Professional Development Certificate (graduate staff at level HE3) (E) • Holds a Boarding Schools Association Professional Development Certificate (graduate staff at level HE3) (D) • Evidence of personal commitment to continuing professional development (D) • The ability to drive (or learn to drive) a minibus (D)
Experience	<ul style="list-style-type: none"> • Experience and knowledge of working with young people (E) • A recognised teaching qualification (D) • Experience of working with teenage students (D) • Experience of working in an international setting (D)
Skills and knowledge	<ul style="list-style-type: none"> • The ability to adapt your personal style to suit a student body made up of 11–18-year-olds from different countries and cultures (E) • The ability to successfully stimulate, challenge, engage and motivate students (E) • The ability to communicate effectively (both in writing and verbally) to a variety of audiences (E) • A professional approach to work with an ability to build strong rapport with a broad spectrum of people (E) • The ability to encourage and maintain a good standard of discipline within the boarding house and wider school community (E) • The statutory requirements of legislation concerning safeguarding, child protection, equal opportunities, health and safety, and ALN (E)
Personal qualities	<ul style="list-style-type: none"> • Determination to encourage the highest quality of school experience for all students (E) • A proactive and adaptable approach with a 'can-do' attitude (E) • The ability to successfully work independently, under own initiative and as part of a team (E) • Open-minded, self-evaluative and adaptable to change (E) • Able to enthuse and reflect upon experience (E) • Commitment to equal opportunities (E) • Commitment to the personal welfare and safeguarding of children (E) • To maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence (E) • Computer literate – Microsoft Office (E) • Commitment to their own CPD and the delivery of CPD to others (E)