



The Banda School

JOB DESCRIPTION HOUSEPARENT(S)

The Houseparent(s) will be responsible for creating a happy and nurturing environment in which pupils can fully enjoy their experience of boarding at The Banda. They should work closely with the pastoral team to ensure that this ethos is promoted. They will show full commitment to the lives of the children in the house, getting to know them well and spending time with them, aiming to establish relationships based on trust and respect. They will actively look for opportunities to enhance the boarding provision, thus helping the school to further develop in this area. The Houseparent(s) will be directly responsible to the Head.

Specific duties and responsibilities will include:

- To act in 'loco parentis' and therefore accept overall responsibility for the welfare, health, safety and pastoral care of the pupils in the house. A houseparent should be physically within the Boarding House as often as is reasonably possible which can require working at unsociable hours.
- Ensuring that the Boarding House is compliant with UK's National Minimum Standards and to oversee boarding inspections, when necessary, according to these standards.
- Controlling the budget for the Boarding House.
- Regular review of marketing opportunities for the Boarding House, and working with the Head to ensure development and progress in this area of the school.
- Organisation of boarding routines and communication of rotas to relevant staff.
- Regular meetings with staff who carry out duties at the Boarding House.
- Developing close links with parents, ensuring regular communication and/or meetings where necessary.
- Meeting regularly with the Director Pastoral to review all matters affecting the welfare of pupils in the Boarding House.
- Working closely with the School Nurse to ensure adequate medical provision for those pupils who require it.
- Co-ordinating a response to a pupil's problems, working closely with relevant Tutors and staff members and, where necessary, the Senior Leadership Team.
- Keeping the school management system, iSAMS, up to date with relevant pastoral comments on boarding pupils.
- Maintaining high standards of discipline, academic progress, manners and dress amongst the boarders.
- Planning activities for boarders and communicating relevant information to staff.
- Ensuring that the Boarding House is ready for the start of term and properly closed up at the end of term, which may require extra days before term and after term finishes.
- Familiarisation of evacuation routines and the organisation of regular practices to ensure that the building can be emptied safely and efficiently in the case of a fire.
- Liaising with the catering manageress regarding catering provision.
- Allocation of boarders to dormitories.

- Liaising with the accounts department on matters related to boarding fees or extra payment for activities.
- To effectively manage the domestic staff in the Boarding House.

Teaching job description:

- Teach assigned timetabled classes.
- Take an appropriate share of staff responsibility to cover classes/games sessions of absent colleagues.
- Plan, prepare, evaluate and review personal teaching methods and programmes in accordance with School policy.
- Follow School policy with regards to marking, planning and reporting.
- Attend staff meetings, insets and training courses when required.
- Carry out other related duties and responsibilities at the School as may be reasonably allocated by the Head.