

House Parent



**"I HAVE MADE FRIENDS FROM
ALL OVER THE WORLD AND
LEARNED ABOUT DIFFERENT
CULTURES AND TRADITIONS."**



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Autumn 2023

www.abbeycolleges.co.uk

ABOUT US

Abbey College Cambridge is continually expanding with over 460 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.

We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

‘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.’



Boarding



We specialise in providing high quality At Abbey College Cambridge the boarding aim is;

'To build a happy and safe community where students can develop skills needed for future independent living, within a professional, supportive and nurturing environment.'

The Boarding team is an eclectic mix of individuals all with different interests and experiences but with a common child centered ethos. The team enjoy incorporating their hobbies and interests into running exciting and entertaining clubs for the students to get involved



Abbey College Cambridge has four boarding houses each physically different and unique in character but all coming together in working towards the boarding aim, providing the students with the same high standard of pastoral care and support. Each member of the boarding team is attached to a particular house and is line-managed by that Head of House. This ensures that staff are able to build strong relationships with the students in their care and allows each house to run smoothly and with continuity. Abbey College Cambridge is incredibly proud of the it's boarding provision and continually strives for excellence.



JOB DESCRIPTION

Reports to: Head of House

Location: Abbey College Cambridge

Contract Type: Full Time, Permanent,

Salary: £20,500- £23,200 per annum

Hours

You will be required to work on a rota covering day, evening, and weekend shifts. Initially you will work a 5 day on two days off rota. Working 37.5 hours a week and one sleep-ins per week. Sleep-ins are where you are required to either be on call for students between 11pm and 7am and where you are required to sleep in a duty room outside of your normal accommodation in case of emergencies.

Holiday Entitlement

You will receive 50 days annual leave per annum the period of time at Christmas when boarding is closed, and 6 weeks during the summer holidays must be taken from this allocation.

Overview

As a House Parent, your role will be to provide top quality pastoral care for our students, making them feel part of our college community and supporting them in their journey towards independent living at university and beyond. This will involve upholding student welfare, maintaining discipline and assisting students with their time management. You will support the students development; socially, emotionally and physically.

Main duties and Key Responsibilities:

Pastoral

- To 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 Designated Safeguarding Lead (DSL) or deputies immediately and without hesitation.
- Conduct wake up calls to ensure that students attend school on time. Following up on any attendance issues.
- Support students who are ill and injured by providing first aid, medical support, and escorting students to emergency and routine medical appointments. Maintain accurate medical records for students and liaise with local medical services where necessary.
- Supervise and actively support students during study time, detention and meal times.
- Run and support after school and weekend activities such as clubs, sports, trips in and around Cambridge, as well as further afield.
- Carry out sign-out and curfew checks.
- To be an active member of the school community by attending school events including assemblies, parties, Charity Fairs, May Ball etc.
- Offer support and guidance to all boarders, promote student welfare and enforce behavior policies; assist the Head of House day-to-day
- Promote the student voice including selecting and training student reps to assist with daily tasks and to act as a representative for all boarders.
- 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.

JOB DESCRIPTION

- To take additional responsibility for a smaller group of students or 'Huddle', monitoring their wellbeing and their development in collaboration with the student's personal tutor. Holding regular meetings with the students, running activities, communicating home as appropriate and via termly reports.

Operational

- To assist the Head of House with ensuring the Gold Standard the residence in catering, cleaning, inventory checks, induction of new students, tours and the organisation of student departures and room inventories and the day to day running of the boarding houses.
- Ensures boarding is maintained to the highest standard to allow students to thrive in both their educational studies and personal lives. Ensure that accommodation and communal areas are clean and tidy, report any problems, complaints and maintenance requests appropriately.
- 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 (e.g. lights, extractor fans, etc.) every half term.

Administrative

- Attend to administrative duties under guidance of the Head of House, ensuring all student records are accurate, and ensure communication from students and staff is responded to professionally and in a timely manner.
- To attend weekly meetings to ensure that concerns and information is frequently shared and to attend all required staff training courses.
- 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.
- Review and act in accordance with the Child Protection Policy and Missing Student Policy.

Equality and Diversity

Abbey College Cambridge values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages excellence through equality and diversity, leadership and management.

Corporate responsibilities

You must at all times carry out your responsibilities with due regard to the Abbey College Cambridge:

- Code of Conduct
- Equality and Diversity policy
- Health and Safety policy
- Data Protection and Security policy

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- A-levels or equivalent qualification
- Experience of working with young people
- Experience in the use of a PC, particularly the use of MS Word and Outlook
- Demonstrated experience of work in line with policy and procedure

Desirable:

- Degree or relevant Boarding qualifications
- Experience of working in residential environments or an educational context
- Experience of working with teenagers
- Evidence of mentoring, providing advice and support on a one to one and in groups

Knowledge

Essential:

- Working knowledge of record keeping and data protection issues
- Working understanding of confidentiality with an awareness of the need for confidentiality in dealing with personal information and of risk of harm circumstances when confidential information must be shared.
- Working understanding of Child Protection

Desirable:

- Knowledge of local, regional and national leisure, recreational and cultural activities
- Knowledge of OFSTED and or ISI frameworks
- Knowledge of Child Protection Legislation

Communication and Interpersonal Skills

Essential:

- Ability to present verbal and written

information clearly and professionally to a variety of audiences with different first languages and variable English skills.

- 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
- Builds trust and has respect for others, shows an awareness of the impact of own behaviour.
- Can demonstrate an understanding and sensitivity to the diverse needs of students and treats everyone fairly and consistently.

Personal skills and qualities:

Essential:

- Has a commitment and enthusiasm for working with students, enabling and empowering students to become actively involved in Abbey College Cambridge and their community in a proactive way.
- Ability to plan, organise and implement work effectively and on own initiative, with minimum direct supervision while sometimes under pressure
- Ability to deal with emergency situations and solve problems in a constructive manner
- Demonstrates flexibility in approach to work
- Able to take a responsible and accountable approach to work
- Open to and supportive of change and new ways of working with a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload.

EMPLOYEE BENEFITS



Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1% however the default is 5% as we encourage employees to save for their future.

Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

Staff sport and social events

There are staff sports clubs such as Yoga and walking clubs, and regular staff social events throughout the year

YOUR APPLICATION

How to Apply

Please submit your application through [TES](#) to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

Interview Process

We will approach one referee before interview for each shortlisted candidate for information to verify particular experience or qualifications, we will also carry out online searches for any unsuitable content by candidates.

Shortlisted candidates will be invited to a one or two stage interview. Two stage interviews consist of a remote interview via Microsoft teams, followed by an in person interview in the college with a practical role based exercise (e.g. delivering a short Lesson for teaching staff, or an admin test for support roles), a Panel interview and a tour of the College. One stage interviews will not have the teams interview.

Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons 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.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.

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 suitability to work with children.



ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and

OUR COLLEGES AT A GLANCE



Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular



DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.