**JOB DESCRIPTION**

**Job Title:  Assistant Houseparent**

**The Role**

**Summary of main purpose of the job:**

* To assist the Head of the Boarding House in order to ensure that pupils are given the highest quality of residential experience.
* To provide a secure, homely environment in which pupils can flourish as happy individuals in a caring community.
* Assist in creating a home which perpetuates an appropriate family atmosphere.
* To maintain standards of discipline; cleanliness and personal hygiene amongst the boarding pupils.

To be responsible for providing a secure, homely environment in which pupils can flourish as happy individuals in a caring community.  Houseparents are required to run an effective and well-managed boarding house which establishes and perpetuates an appropriate family atmosphere.  The role is one of locus parentis – *a*​ *parent to the child who is away from home.*

To liaise with and provide support to the Head of Boarding in the provision of care and welfare of the pupils within the house. To liaise with other colleagues such as other Houseparents; Laundry; Cleaners in order to achieve the above objectives and a complete support service for the pupils.

**Reports to:**

Head of Boarding & Care

**Main Duties and responsibilities:**

* To support the planning, design, documentation and development of the residential provision made by the School in order to ensure that it meets statutory requirements and the dictates of best practice.
* To assist with preparation of the boarding provision for inspections/evaluations of residential provision by external agencies and authorities with particular reference to the National Minimum Standards for Boarding Schools.
* Together with the Head of House and Head of Boarding & Care, to act as a point of contact, when necessary, with social welfare agencies and the school’s Safeguarding Officer in respect of the welfare of individual pupils and also with the School Nurse. Liaise with parents or guardians on matters concerning the welfare and progress of pupils.
* To assist with the monitoring and evaluation of the progress of resident pupils and the effectiveness of the support staff.
* To assist with record keeping about the social aspects of pupil development, and ensure records are well maintained and effectively integrated within the general system of record keeping agreed by the School.
* To report to the Head of House about the work of the Boarding House and to make recommendations about further development.
* Daily inspection of bedding and tidiness of pupils’ property in dormitories. Maintenance of standards of appearance regarding clothing of boarding pupils, assist with collection and distribution of laundry, preparation of dormitories at the beginning of term and the packing and unpacking of pupils clothing at the end/beginning of term. Settling in of pupils new to boarding and to welcome and see off those pupils and parents in your boarding house.
* Ensuring that attention is drawn to the furnishing/fabric of the boarding area that needs replacing and/or repair.
* Organising and management of exeat weekend, end of term arrangements, including travel arrangements, in liaison with parents or guardians and the Bursary Office.
* Attending major, and minor, school events as far as possible e.g. Sports Day, music nights.
* Organisation of appropriate activities on weekday evenings and at weekends.
* Managing, by liaising with the Bursary Office, a pocket money account system.
* To carry out other duties commensurate with the post of Assistant Houseparent as directed by the Head of House, Head of Boarding & Care and / or Headteacher.

**Generic Accountabilities**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

**Safeguarding Children**

In accordance with the school’s commitment to adhere to the Department for Education’s Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

**Confidentiality**

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**Data Protection**

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

**Benefits**

Onsite accommodation

Free onsite parking

Meal provided when on duty

Beautiful working environment

**PERSON SPECIFICATIONS**

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|  | Essential | | Desirable |
| Qualifications | * Full clean driving licence * Current first aid qualification | | * Driving licence which allows minibus   driving   * Qualifications in the area of social care i.e. NVQ in Caring for Children and Young People or the equivalent |
| Experience and Knowledge | ●   Two years of work in a         similar post in a residential         setting | | * Minimum of 4 years experience working with children/young people |
| Skills and Aptitudes | * Understanding of, and commitment to, the principles, ethos and values of Bredon School * Willingness to learn new tasks and undertake further training * Excellent communicator * Willingness to work as part of a team * To work within the framework of the school plan, aims, policies and procedures of Bredon   School and to support the objectives of the school   * To be committed to the development of opportunities for inclusion by all pupils attending the   School | |  |
|  | ● | To accept a personal commitment to the corporate responsibility for the education, care and development of all pupils attending the School |  |
|  | ● | To promote and develop a team approach across all professional disciplines to the work of the School |  |
|  | ● | To be a role model for staff and pupils in all aspects of personal and professional conduct and by  exemplifying the school’s  Code of Conduct |  |
| Personal Attributes | ● | Commitment to share responsibility for the education and care of pupils |  |
|  | ● | Cheerful disposition |  |
|  | ● | Team player |  |
|  | ● | Sense of responsibility and confidentiality |  |
|  | ● | Professionalism and integrity |  |
|  | ● | Dedication and enthusiasm |  |