|  |  |
| --- | --- |
| **Caldicott Boarding House Job Description:**  **Assistant House Parent (Senior Boarders)** |  |
| Reporting to: Heads of Boarding  Date: December 2018 |

**Job Context and Purpose:**

The Assistant Houseparent’s role is to support the Heads of Boarding in the efficient and safe running of the boarding house. The role involves working closely with the Heads of Boarding on all matters of boarders’ pastoral care and welfare. The Assistant House Parent is a key part of the boarding team ensuring there is efficient, clear and constant communication between the school office, the Headmaster, the Deputy Head Pastoral, the bursar and the staff room. The Assistant Houseparent keeps up to date with developments in modern boarding practice. They are supported by and provide support for the other members of the boarding team:

* Resident boarding staff who run landings
* The School Nurses and Matronal department

**Responsibilities and Duties**

1. **Deputise for the Heads of Boarding in their absence, ensuring the safe running of the Boarding House.**
2. **Routine Duties**
3. **Daily**

* To be present in the dining room at supper.
* To assist the Heads of Boarding with the overall upkeep of the boarding house displays, pictures, posters and décor.
* Assist with Wednesday visiting registers when needed.
* Attend Chapel on Wednesday evenings.

1. **Staff Rotas**

* To be part of all rotas: weekday and weekend.
* Work with the Heads of Boarding to look after boys on alternate Saturdays in conjunction with Assistant House Parent (5th & 6th Form Boarders)

1. **Start and end of Term Duties**

* To support in the making of arrangements for the arrival of boarders at the beginning of term and for unpacking. To do the same at the end of term for packing and departure of boys.
* Be present at the start of term to welcome and help boarders and parents as the boys arrive and at the end of term when they leave.

1. **Allocations and Boarding House Development**

* To help allocate boys to dormitories each term in collaboration with the Heads of Boarding.
* Liaise with the Heads of Boarding on ideas for the future development of the boarding house.

1. **Behaviour**

* To model, promote and encourage a high standard of behaviour and kindness towards each other amongst the boys in the boarding house.
* Liaise closely with the Heads of Boarding on the rewards and sanctions policy.

1. **Pastoral Care**

* To liaise closely with other appropriate staff on matters of pastoral care that affect boys in the boarding house.

1. **Induction – boys and staff with boarding responsibilities**

* To work with the Heads of Boarding to ensure the smooth induction of new boarders
* To provide support with organisation and running of the summer boarding introduction programme for 4th form day boys in the summer term and 3rd form big sleep (if not accompanying boys on senior trips)
* To help provide induction and on-going support for academic staff who perform boarding duties.

1. **Health and Safety**

* Respond to a fire alarm sounding overnight as detailed in the school fire policy.
* Respond to the intruder alarm sounding as detailed in the intruder alarm policy.
* Report any maintenance issues to the Bursar.

1. **Events**

* To be part of boarding events such as Barbeques, end of term quiz nights and any extra boarding house activities.
* To be part of termly whole boarders outing.
* To be on evening duty for events out of school hours.
* To be on Sunday evening duty once a term (Remembrance Sunday and Common Entrance returns)