

## JOB DESCRIPTION

1. **JOB TITLE:** House Parent
2. **REMUNERATION PACKAGE:** *Spot salary of £14,778 per annum plus rent free accommodation and utility costs.*
3. **RELATIONSHIPS:** The post holder is responsible to the Vice Principal (Finance), and in the first instance, to the Marketing & International Manager

You will work as part of the team, in promoting the general welfare and personal and academic development of all the boarders (mainly but not exclusively international students) at Richard Huish College. This includes the general running of the boarding house in accordance with the policies of the College and current legislation/Government guidelines pertaining to the welfare of young people.

### 4. PURPOSE OF JOB:

You will work as part of the house parenting team to provide a safe, caring boarding environment that enriches the lives of the students in the care of the College. We expect you to have a good understanding of the Social Care Common Inspection Framework (SCCIF): Residential provision of Further Education Colleges (or equivalent) and the College's duty of statutory care obligations for students aged 16-19 years old.

You will be expected to prioritise the safeguarding, welfare, academic progress and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant college policy.

In association with the Marketing & International Manager, implement procedures in the boarding house and proactively evaluate and improve standards of welfare support for students.

### 5. MAIN DUTIES

#### *Welfare duties*

- To be part of an effective House Parent team to maintain the highest possible standards of care and support to Richard Huish College students.
- To assist the International team in planning and delivering a wide range of academic, sporting and social enrichment, including a Saturday programme.
- To work closely with the College Head of School (International) and student tutors ensuring students are progressing appropriately with their academic studies.
- To work closely with the International Student Coordinator and Accommodation Officer who will be based at Oak House, ensuring students are supported inside and outside of college and who will coordinate appropriate communication with agents and families.

- To monitor and support any student who has expressed concerns or has been raised as a cause for concern. Where appropriate, liaising with the relevant member of staff including out of hours contact where advice/support is required.
- To be fully trained in First Aid (training will be given), and in the case of an emergency, to call the appropriate emergency services and thereafter the senior member of the College team on duty.
- To ensure that Oak House rules are followed in accordance with the Student Handbook, notices and residential student induction information and to record any breaches by students of house rules and where appropriate, make direct contact with the relevant member of senior staff.
- To monitor student behaviour and where this is unacceptable, to record any such events and where appropriate make direct contact with the relevant member of senior staff.
- To monitor guests to Oak House, making sure all guests have left by the agreed time. Students are not permitted overnight guests.
- To conduct a role call each morning and evening, ensuring all students are present in Oak House when they are expected to be, checking each room each night.
- Accompanying students to supper, served at Richard Huish College, when appropriate or necessary.
- To assist all relevant staff in the event of an investigation into a breach of safeguarding, welfare, child protection or health and safety statutory law or college policy.
- To work with the International team to fully induct all students upon arrival.

#### *Operational duties*

- To follow the shift guidelines, working with the Teaching House Parent to ensure Oak House is staffed appropriately at all times.
- Cleanliness and maintenance of the house - making sure students clean up after themselves in communal areas; make sure the kitchen is stocked with cleaning supplies; ensure food staples are stocked at all times; keep the exterior and interior of the building clean and tidy with the aid of the cleaning staff; complete weekly room checks reporting any damage or required maintenance in the weekly report; to undertake checks of the exterior and interior of the building, recording times of having done so in the operations log book and liaising with the relevant member of staff.
- Work with the Oak House cleaning staff to ensure their duties are carried out efficiently and effectively.
- To manage the laundry room, ensuring students use the facilities responsibly. In addition to liaise with the external laundry company and ensure students change their bedding in line with the contract.

- Assisting with the serving and clearing of breakfast in Oak House at weekends and during college holidays.
- Together with the International team, check all empty rooms before arrivals and prior to departures (the latter with the student present), and get students to sign the necessary paperwork listing any damage.
- Work with the international team to liaise with students prior to departing during the holiday periods and communicate with relevant staff about students' holiday intentions.

#### *Health & safety*

- To comply with all health and safety procedures as required by the College.

#### *Child Protection*

- All Oak House employees have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the College's procedures for raising concerns about young people's welfare and must report any concerns to the Designated Safeguarding Lead without delay.

#### *The post holder will also:*

- Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Risk Management and Equality and Diversity.
- Be required to carry out such reasonable additional duties as may from time to time be determined.
- To promote the good name of the College through conduct towards students, parents, agents and other parties, and attendance at college events.

#### 11. WORK COMPLEXITY

The successful candidate must have excellent interpersonal and communication skills and an ability to deal with sensitive issues discreetly and confidentially. You must have previous experience working with young people or in a caring capacity. You must be an enthusiastic and caring person who has good organisational skills and someone who can work well in a reactive environment and as part of a team. As part of this role you must undergo a DBS check. The post holder should have a real flair for working and living in close proximity with young people. This role involves working unsociable hours on a regular basis.

#### 12. PERFORMANCE REVIEW

The post holder's performance will be reviewed annually as part of the College's Performance Review and Development Scheme.

