

MIS Houseparents job description

November 2019

1 FULL TIME BOARDING HOUSEPARENTS AT MIS

The primary duties of full time Boarding House parents involve the pastoral, social, emotional and boarding care of up to 100 boarding students assigned to their house.

They will also have an important role in the teaching and extra-curricular programme of the school.

Full time senior Boarding Houseparents are the primary agents of the school acting *in loco parentis*.

2 PLACE IN THE ORGANISATION

Boarding Houseparents report to the Head of Boarding and Pastoral Care and will lead a team of up to 12 tutors and assistant boarding house staff who are assigned to their boarding house teams.

Boarding house parents model best practice in boarding house and pastoral care, enabling their team of tutors and assistant house staff to develop their own knowledge and practice of good pastoral and boarding care.

Houseparents assist their tutors and assistant house staff to represent the needs of their students when these are being discussed in any kind of academic or pastoral case conference.

Houseparents will maintain particularly close contact with Boarding House and pastoral colleagues, the school nurse and school Counsellors, with whom they will meet on a regular basis.

3 RESPONSIBILITIES

3.1 SCHOOL PHILOSOPHY AND STRATEGIC PLANNING

All Boarding Houseparents have a responsibility to

- Ensure that the school mission and objectives are implemented consistently in areas for which they hold responsibility
- Participate in the development of school philosophy
- Assist in the development of the school's strategic plans

3.2 ADMISSIONS

Boarding Houseparents will

- Liaise closely with the admissions office to ensure that all appropriate medical and academic records are received and maintained once a student has been admitted to the school and assigned to their house
- Coordinate responses to requests for references in line with school policy when a student is about to leave the school

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3.3 HEALTH AND WELLBEING

Full time Boarding Houseparents will be responsible to

- Promote the physical health and well-being of the students in their care
- Liaise with the school nurse to ensure that the students in their care are registered with appropriate health care providers
- Ensure that all teaching staff are aware of students with specific health needs, assisting the school nurse to maintain records of allergies, special health conditions and any needs for special assistance
- Know and follow the Health and Safety procedures of the school, especially as they pertain to boarding house care, coordinating the rehearsal and practice of a range of evacuations and safety procedures

3.4 PASTORAL CARE AND BEHAVIOUR MANAGEMENT

Boarding Houseparents will

- Take responsibility for the social and emotional welfare of up to 100 boys or girls
- Have special responsibility for child protection and safeguarding
- Know these students and their needs well
- Provide a point of reference and support for students assigned to their Boarding House
- Identify and support students whose progress, development or well-being is affected by changes or difficulties in their personal circumstances
- Know how and when to refer students to colleagues for specialist support
- Play a leading role in the coordination of support for the students in their care

All Boarding Houseparents will

- Actively apply all school arrangements for Child Protection and safeguarding
- Manage student behaviour constructively, in line with the school's behaviour policy, using a range of techniques and strategies to promote independence, while developing students' social, emotional and behavioural skills

3.5 RECREATION, TRAVEL, EXPEDITIONS, SOCIAL AND SPORTING PROGRAMMES

All Boarding Houseparents will

- Supervise, approve and coordinate all travel and *exeat* arrangements for students in their care, ensuring that all arrangements comply with school policy
- Scrutinise, and as appropriate, approve any arrangements for trips, outings and expeditions, ensuring that all arrangements are compliant with relevant school policies
- Maintain a full programme of evening and weekend activities for students in their care, both on and off site
- Ensure that there is full participation by house staff and students in all forms of inter-House sports and competition
- Enable the students in their care to enjoy an appropriate level of private time in which they are free to choose their own activities, which they can enjoy securely and safely

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3.6 HOME – SCHOOL COMMUNICATION

Boarding Houseparents are directly responsible for

- Maintaining and coordinating communication between the school and the parents or guardians of their boarding students
- Communicating the logistics of all travel arrangements for students in their care
- Ensuring that the students in their care maintain an appropriate level of communication with their parents or guardians
- Communicating academic progress to parents and guardians
- Organising both formal and informal social events for their boarding house community, involving as appropriate, parents, alumni and staff

Boarding Houseparents play a leading role in coordinating meetings for parents of students in their house to discuss their academic progress and emotional well-being.

3.7 CURRICULUM AND PEDAGOGY

Full time Boarding Houseparents will

- Teach a limited subject timetable in an appropriate section of the school
- Participate in the co-curricular programme of the school
- Ensure that there is appropriate supervision in their house at the designated times which enables students to complete assignments by working quietly and independently

3.8 PROFESSIONAL STANDARDS AND COLLEGIALITY

Full time Boarding Houseparents will

- Be committed to appropriate professional development
- Reflect on the effectiveness of their teaching, pastoral care and boarding house practice
- Have a creative and constructively critical approach towards innovation
- Reflect upon advice and feedback from colleagues and supervisors
- Work as team members and identify opportunities for sharing the development of effective practice
- Participate in rotas, duties and meetings as required
- Support school functions and events outside of normal school hours

3.9 RESOURCE MANAGEMENT

All Boarding Houseparents will

- Monitor the allocation of resources and spending in areas for which they are responsible
- Participate in a consultative process of school budget construction

3.10 OTHER RESPONSIBILITIES

Boarding Houseparents will also undertake any other reasonable tasks to ensure the effective pastoral care and academic development of their students as required by the Head of School.