

JOB DESCRIPTION House Parent

Job Purpose: To support and participate in the running of the boarding house

Responsible to: Senior House Parents and Head of Boarding

This job description provides a guide to, and general description of the duties and responsibilities of the House Parent, who will be expected to undertake any other related tasks as may reasonably be requested by the Senior House Parents or Head of Boarding.

Astrum Education is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Aims and Functions

- To act “in loco parentis” to the students; providing all boarders with the best pastoral support and care.
- To ensure that house rules are adhered to and respected, that all house conventions are upheld and that safeguarding regulations are at the forefront of all we do.

Care, Welfare and Development of Boarders

The Houseparent should:

- Know each student and be concerned for their development – academic, social and personal welfare. Ensure that safeguarding provision is in place for all students.
- Develop awareness of general health, hygiene, eating and routines, ensuring that all concerns are relayed to senior members of staff.
- Model exemplary behaviour, manners and maintain strong professional relationships with colleagues.
- Be an approachable figure in the house: Listen to Boarders’ needs, celebrate their achievements and deal with their concerns.

Boarding Records

The Houseparent is expected to participate in:

- Maintaining administration files detailing procedures and routines.
- Ensuring that the ‘handover’ log book, discipline, medication, sanctions and other centralised records are kept up to date.
- Attending Boarding staff meetings and actively contributing to these.

Duties and Tasks

- To organise extra-curricular activities for the students and supervise such activities.
- Be present and stay overnight in the accommodation when you are on duty.
- Whenever in house, not being unfit to respond due to the influence of alcohol or drugs, for purpose of dealing with emergencies or unexpected contact with visitors, parents, staff or pupils.
- Deal with emergencies of any kind, including escorting students to hospital, in the event that the Nurse is not available to do so.
- To attend such meetings and official functions as are appropriate to the role.
- To organise and participate in regular fire practices each term in the evenings and during the night.
- To accompany students to meal times and ensure that students are eating healthily and are behaving in a sensible and appropriate manner.
- To take part in chaperoning duties to and from the respective school sites.

Other Aspects

Accommodation / Residential Requirements:

The accommodation is suitable for a single person. The entire site is a non-smoking area. House staff are responsible for the cleaning of their own accommodation although suitable equipment and materials can be provided.

Training:

Induction training including safeguarding training will be provided.

PERSON SPECIFICATION: House Parent

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS AND EXPERIENCE, INCLUDING DETAILS OF SPECIALISED KNOWLEDGE AND SKILLS REQUIRED TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> - A mature manner deals with both students and colleagues with the highest regard - Independent and resilient character. - Stamina required to deal with early starts and late finishes. - A desire to help students achieve their very best. 	<p>Some experience within a welfare/pastoral role type role and/or working with young people</p> <p>able to work effectively with colleagues and students</p> <p>Up-to-date Safeguarding and Child Protection training; au fait with newest legislation in KCSIE</p> <p>Recent experience of working with young people (e.g. in education or voluntary sector) from an international background</p>	Application
SPECIAL SKILLS/ABILITIES	<p>Understanding of the requirements of Safeguarding, Equality and Diversity, Learning Support, Health & Safety</p> <p>Good interpersonal skills: Quickly relays information to colleagues to ensure that situations are dealt with quickly.</p> <p>Always willing to make time for both students and colleagues, ready to go the extra mile.</p>	Previous House Parent experience	Application Interview References