



## **STOKE COLLEGE**

### **House Parent (Boys)**

#### **Job Description**

##### **General**

Stoke College is a small, independent day and boarding school for children aged 4-18. Situated in 25 acres of historic parkland in a rural setting, the school is an idyllic environment, which offers our pupils a wonderful start in life. We provide an exceptional learning environment where emphasis is placed on outstanding teaching and the individual progress of all children. The College is a happy, welcoming and inclusive school. Our nurturing approach places the utmost importance on each child achieving their full potential.

As representatives of the College, all staff are required to demonstrate our core values in everything they do and to strive at all times to reflect our commitment to courtesy, efficiency and continuous improvement.

We have a wide range of pupil abilities at Stoke, and a strong reputation for supporting those with specific learning difficulties. Children who receive dedicated learning support are fully integrated into the mainstream, day-to-day life of the school.

##### **The Person**

We are looking for a passionate educator, with a track record of success in pastoral care and academic tutoring. Experience of working in a boarding house or a school having boarding would be an advantage, including experience with international boarders.

The successful appointee will have a deep commitment to the welfare of young people and an interest in the holistic nature of boarding education. They will be able to exercise authority, possess great empathy and show students by example how to achieve a successful balance between work and recreation. This is a residential role and a commitment to evening and weekend work is an essential part of this role.

**RESPONSIBLE TO:** Head of Boarding

##### **JOB PURPOSE:**

- Be responsible for ensuring that the boarding house is run in line with the vision for boarding at Stoke, the practices laid out by the Head of Boarding and current legislation.
- Support the Head of Boarding in the organisation and development of the boarding house, through both day to day running and long-term strategy.
- Monitoring and maintaining the welfare, safety, discipline and pastoral well being of all members of the boarding house.

- Establishing and maintaining positive relationships with parents or other carers of members of the boarding house.
- To deputise for the Head of Boarding in their absence.

## **SPECIFIC RESPONSIBILITIES**

### **Boarding House organisation and development**

The House Parent must ensure that the boarding house is run in a way that meets the needs of boarders and the aims of the school.

- Liaise with the Head of Boarding regarding day-to-day and individual boarder requirements.
- Attend regular boarding team meetings
- Have regular interactions with all boarders to ensure their needs, ideas and concerns are heard, understood and addressed.
- Keep suitable records of events, including health, welfare, emotional problems, achievement or misconduct.
- Plan and assist in the organisation of events throughout the year, weekend activities and outings. These will include evening on-site and off-site activities.
- Run house meetings in a style which encourages boarders to share their ideas, raise concerns and have an input in the development of the house.
- Meet regularly with boarding prefects.
- Liaise with Head of Boarding regarding flexi-boarding bookings.
- Promote Boarding at Stoke College.
- Carry out monthly maintenance checks and provide Head of Boarding with requests for maintenance and refurbishment as required.
- Ensure that the boarding house is secure at all times.

### **Minimum Standards and Best practice**

The House Parent should maintain an awareness and understanding of relevant current legislation and best practice and ensure the boarding house maintains a level of 'inspection readiness' at all times.

- Be aware of the National Minimum Standards for Boarding Schools (NMS).
- Have a secure knowledge of the inspection requirements for boarding and be able to make recommendations to the Head of Boarding for potential changes to meet best practice.
- Keep suitable records on any incident or event as directed by the Head of Boarding or school policy.

- Maintain all relevant policies and literature as required by the NMS.
- Be available during inspections outside of normal, working hours.

## **Welfare of Boarding Pupils**

The welfare of Boarding House pupils is the primary concern of the House Parent.

- Act 'in loco parentis' for all students within the care of the boarding house.
- Ensure that Boarders understand the aims and objectives of the Stoke College Boarding community and the policies that underpin them.
- Ensure that the individual circumstances, needs, strengths, weaknesses and health issues of each pupil are identified and share with other staff as needed.
- Ensure the safety and security, including emotional health, of all house members whenever they are within the care of the boarding house.
- Be aware of all aspects of Safeguarding and attend relevant training.
- Make appropriate referrals to the Senior Designated Person for Safeguarding.
- Be prepared to undertake the training to act as an ADSL
- Diligently supervise boarders whilst on duty.
- Guide boarders to understand the needs and feelings of others and have an awareness of the school PHSEE policy in this area.
- Promote and ensure the zero tolerance of bullying in line with the school's prevention of bullying policy, and accurately record bullying if it should occur.
- Make house members aware of the school's Independent Listener and ensure helpline numbers are clearly displayed.
- Promote the Boarding Code of Conduct.
- Ensure all risk assessments pertaining to the boarding house are implemented and take an active role in the risk assessment process for the boarding house.
- Follow the guidance of the Head of Boarding for the administration of medication and homely remedies and record their use, ensuring all medications are fully stocked and in date.
- Attend relevant Fire Safety training and take part in regular fire drills and ensure all members of house are aware of fire safety protocols from their first night in the boarding house.
- Liaise with the Head of Boarding regarding the travel arrangements for house members, including arrangements for international boarders are safe and satisfactory. Be available to accompany school travel at the beginning and end of terms, exeats and holidays.
- To be conversant with procedures for dealing with accidents and emergencies, including knowledge of trained First Aiders, the siting of medicines, and the protocols for their use
- To be conversant with the procedure for contacting local banks, doctors, dentists and opticians and under guidance of the School's medical policy to support the healthcare of students.
- To be conversant with the procedures for record keeping, and undertaking administrative tasks conscientiously

- To be conversant with the filing procedure for boarders' documentation
- To liaise with other staff, and keep colleagues informed of matters, which may affect the well-being and progress of boarders, and listen to colleagues' concerns about boarders, taking action where necessary
- To take part in annual appraisal, training and professional development
- To be present before the beginning and after the end of term to ensure that the boarding house is readied for term-time and for holiday-time use.

### **Contact with parents**

The House Parent should endeavor to foster and maintain positive relationships with the parents and carers (and home stay, if required) of all members of house.

- Ensure that parents and carers understand the aims and objectives of the Stoke College Boarding House and the policies that underpin them.
- Forge effective working relationships with parents and carers. Cultivate contact and communicate to ensure that parents and carers are kept fully informed of their child's progress and ensure that any incidents in the child's life, whether they take place at home or at school, are shared and where relevant passed on to day staff.
- Seek consent for any medical treatment or homely remedies wherever possible.

### **Additional Responsibilities**

The House Parent will carry out any reasonable task as directed by the Head, or the Head of Boarding as their delegate.

**Frank Thompson, June 2017**