



JOB DESCRIPTION

Job Title:	Houseparent
Department:	Boarding
Responsible to:	Head of Boarding through the Senior Houseparent
Purpose of the job:	As part of the Pastoral & Boarding team the purpose of the role of the Houseparent is to provide a safe, caring boarding environment that enriches the lives of the students in the care of the College. Under the direction of the Head of Boarding, to act in duty-of-care for the students under their supervision and to provide all boarders with the best possible experience of a boarding education by ensuring a supportive and enriching environment: a home from home for boarders.

Care, Welfare and Development of Boarders Duties:

- Know each student personally and be concerned for their development – academic, social and personal welfare, by creating a homely boarding experience.
- Develop, in the students, a sense of collective responsibility and sensitivity to the difficulties and needs of others, and to encourage such support and help for each other as is appropriate.
- Ensure that students abide by the school timings; leave in the morning in time for lessons and are in the house at curfew, and any other time required.
- Be part of an effective boarding team, working under the direction of the Senior Houseparent or Head of Boarding, to maintain the highest possible standards of care and support to all students including correctly following all policies.
- Ensure that policy and procedures are understood and followed regarding the care of unwell students, dealing with emergencies of any kind.
- Liaise with relevant members of staff, including Head of Houses, other college staff and out of hours safeguarding contacts, regarding academic and pastoral welfare.
- Ensure that Lower School and CSA students are supervised and cared for in line with policies which support Compulsory School Age students.

Records, Duties and Tasks:

- Ensure that all rules are followed, in accordance with school policies and the boarding handbook, notices and residential student induction information and to act appropriately, recording information and action taken.
- Ensuring leave requests are completed and authorised correctly, including permissions to stay away with guardian or parents.
- Ensuring that the 'handover' log, discipline, medication, sanctions and other centralised records are kept up to date.
- Maintaining records of all communications/contact with parents and guardians.
- Take part in appraisals and probationary meetings as directed.
- Writing student reports regarding their experience and behaviour in boarding.

- To monitor guests to the residence for both students and staff, making sure all guests comply with boarding house regulations.
- To participate in regular meetings with the pastoral and boarding team.
- Organising, involvement and support of a full, varied programme of extra-curricular activities so that students are adequately occupied in their free-time.
- Participate in the organisation and supervision of off-site boarding trips and visits.
- Contribute to the wider life of the College, as time allows, within agreed parameters and as considered on interview or within professional development discussions.
- To comply with all health and safety procedures and policy as required by the College.
- Sign a service agreement which specifies the College's expectations of staff conduct within the boarding house.
- Other duties will include registration, room checks, laundry, monitoring evening snacks and assisting with student arrivals and departures.
- Undertake any other related tasks as may reasonably be requested by the Senior Houseparent, Head of Boarding or other Senior Staff.
- Comply with all health and safety procedures as required by the college on all sites, particularly to ensure all fire evacuation requirements are met.

Safeguarding Responsibilities

- Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSP. Your safeguarding responsibilities mean that you will need to:
 - Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
 - Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
 - Be willing to undertake additional safeguarding training to enhance professional development.

Other

- Sign and comply with a Service Agreement which specifies CSFC's expectations of staff conduct within the boarding house.
- Establish and maintain an exciting and vibrant atmosphere in the House including regularly updating notice boards and information displays in a professional manner designed both to inform and promote the College and opportunities provided for students.
- Supervise lessons in the absence of a teacher ('lesson cover'), when required to do so.
- Attend all staff meetings, INSET training days/events and any other calendared events where full staff attendance is required.

Health & Safety

- Comply with all health and safety procedures as required by the college on all sites;
- Report any concerns, issues and near misses;
- Keep up to date with all relevant training;
- Act as a Fire Marshal if asked to do so and trained appropriately.

Person Specification:

Houseparents must have a working knowledge of the national and local inspectorate requirements including Welsh NMS and Independent School Standards Wales.

In addition, they should:

- Be adaptable and show good judgement. Demonstrate individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team.
- Work effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained.

- Develop good working relationships with colleagues; sharing knowledge and best practice.
- Demonstrate the ability to manage difficult situations should they arise, calmly and professionally.
- Communicate clearly by getting the message across effectively, listening carefully and responding to feedback.
- Represent CSFC professionally and with integrity, adhering to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers.

Terms & Conditions

1. **Remuneration:** £21,250 to £26,563 depending on experience
It is a residential post and accommodation will be provided in one of our boarding houses. Council tax, water rates and utility bills will be paid by the College, except for personal telephone calls. Meals will be available in the College during term time.
2. **Working Hours:** As a member of the boarding team the working hours are before and after the school day, and at weekends. You can expect to have one night off during each week (Monday – Thursday) and to have a weekend rota with one weekend off in three. Boarding staff may be asked to work more than 48 hours a week and will be asked to sign a Working Time Agreement accordingly.
3. **Holiday entitlement:** 65 days (inclusive bank holidays) to be predominantly taken during college holidays. During term times you may be required to work a bank holiday.
4. **Notice period:** 1 term
5. **Probationary period:** 6 months reviewable at discretion of CSFC
6. **Pension:** Inclusion in the Cardiff Sixth Form Pension Plan
7. **Training:** Commitment to ongoing training for safeguarding, health and safety, food hygiene and relevant boarding specific training courses

Cardiff Sixth Form College is an equal opportunities employer and is caring and reasonable in its approach to all staff.

