**JOB DESCRIPTION**

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| **Job Title:** | Senior House Parent |
| **Department:** | Boarding |
| **Responsible to:** | Head of Boarding |
| **Purpose of the job:** | The role of the Senior House Parent is to assist the Head of Boarding in providing a safe, caring boarding environment that enriches the lives of the students in the care of the college. The role includes management responsibilities within the boarding house, and includes taking ownership over the ethos and environment in which our borders reside. The role holder is to have an excellent understanding of the College’s statutory duty of care obligations for all students who live in any College accommodation. |

**Aims and Functions**

* Under the direction of the Head of Boarding to act “in loco parentis” for the students and to provide all boarders with the best possible experience of a British boarding education by ensuring a challenging and supportive environment: a home from home for boarders
* To ensure the safety, good discipline and pastoral wellbeing of all boarders, be they compulsory school age, under 18 or over 18.
* To ensure that the pastoral needs of students are fully met as laid out in the boarding staff handbook
* To ensure that the boarding environment supports the college’s academic focus and supports students to achieve their career aims.

**Management Duties**

A Senior House Parent is expected to fulfil management duties which include, but are not limited to:

* Taking a leading role within the boarding house, including managing student exeat requests, discipline and welfare concerns
* Leading boarding staff who are on duty in a motivational and inspirational manner. Creating a warm and professional atmosphere.
* Being an active member of an effective boarding team, under the direction of the Head of Boarding/Head of Pastoral to maintain the highest possible standards of care and support to all CSFC students
* Complying with, and having a strong working knowledge of, boarding National Minimum Standards
* Overseeing the running of the boarding house including aspects such as kitchen & room checks, rotas, boarding events & activities
* Liaising with school staff including Heads of House, Head of Pastoral, Nurse and/or Counsellor when necessary and sharing information in a clear and concise manner to determine the right course of action for individual students
* Organising and leading staff meetings, and ensuring accurate and detailed minutes are recorded
* Managing and coordinating activities within the boarding house
* Leading aspects of student and staff boarding induction.

**Care, Welfare and Development of Boarders Duties:**

* Know each student personally and be concerned for their development – academic, social and personal welfare
* Develop awareness of general health, hygiene, eating and sleeping natures of students and keep the Head of Boarding informed of any concerns
* 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
* Prioritise the safeguarding, welfare, health and safety of students above all other duties and be familiar with statutory safeguarding and child protection needs and requirements as well as relevant college policy
* Maintain a presence at the entry point of the boarding house, in conjunction with other team members, to maintain security and prevent the entry of unauthorised personnel
* Ensure that students abide by the school timings and leave in the morning in time for lessons and are in the house at curfew, and any other time required
* Monitor and enforce college uniform policy to ensure student adherence and a positive image of both students and college
* Monitor and support any student who has expressed concerns or has been raised as a cause for concern and take the appropriate action
* Ensure that policy and procedures are understood and followed regarding the care of ill students
* Work closely with the team to ensure that any poor attendance and negative behaviour from a student is challenged and managed
* Liaise with relevant members of staff, including college staff and out of hours safeguarding contacts, regarding academic and pastoral welfare
* Deal with emergencies of any kind, including escorting students to hospital, if the nurse is not available to do so
* Accompany students to meal times and ensure that students are eating healthily and are behaving in a sensible and appropriate manner
* Writing reports for parents regarding the son/daughter’s experience and behaviour in boarding
* Assist students to gain independent living skills to be able to progress successfully to and thrive at their chosen university
* Ensure that younger students are completing their homework.

**Records, Duties and Tasks:**

* Ensure that rules are followed, in accordance with the student and boarding handbooks, notices and student induction and to act appropriately, recording the misdemeanour and action taken
* Ensuring exeat permission is sought, completed and authorised if deemed acceptable. Detailed records should be kept pertaining to trips and visits and permission 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 detailed records of all communications/contacts with parents and guardians
* Take part in appraisals and probationary meetings as required
* Monitor guests to the residence for both students and staff, to ensure compliance with boarding house regulations
* Participate in regular meetings with the pastoral and boarding team
* Organising, involvement in and support of a full, varied programme of extra-curricular activities within the boarding houses
* Ensure a working knowledge of the college Risk Assessment policy and procedure and ensure that all activities and trips organised by house staff both inside and outside the boarding houses adhere to policy and procedure
* Sign a service agreement which outlines College’s expectations of staff conduct within the boarding house
* Other duties will include registration, distribution of door fobs, room checks, laundry checks, bedding distribution, monitoring evening snacks, room clearance and maintenance checks prior to and after student arrival and departure and, assisting with student arrivals and departures
* Undertake any other related tasks as may reasonably be requested by the Head of Boarding or Senior Staff.

**Health & Safety**

* 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 DSL. 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.

**Person Specification:**

* Demonstrates leadership, management and personal responsibility by leading and motivating students and staff within the boarding house.
* To have a working knowledge of the national and local inspectorate requirements including NMS and preferably Care Inspectorate Wales.
* Experience of producing a team rota
* Experience of coordinating activities with a boarding environment.
* Being adaptable and showing good judgement. Demonstrating individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team.
* Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained.
* Developing good working relationships with colleagues, and sharing knowledge and best practice.
* The ability to manage difficult situations if they should arise.
* Communicates clearly by getting the message across effectively, listening carefully and responding to feedback,
* Represents CSFC professionally and adheres to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers

**Terms & Conditions**

1. Remuneration: Commensurate with experience

This is a residential post, which may or may not be on site. Council tax, water rates and utility bills will be paid by the College, with the exception of personal telephone calls. Meals will be available in the College during term time.

1. Working Hours: The working hours are before and after the school day, and at

weekends. You can expect to have one night off 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.

1. Holiday entitlement: 50 days (excluding bank holidays)
2. Notice period: 1 term
3. Probationary period: 6 month reviewable at discretion of CSFC
4. Pension: Inclusion in the Cardiff Sixth Form Pension Plan