



Non Residential House Parent JOB DESCRIPTION

ABOUT CATS CANTERBURY

CATS College offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work in the beautiful Victorian CATS Canterbury campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

A Non-Residential (or Supplementary) House Parent works within the Boarding and Welfare Department of CATS College.

Please note that this post is not a residential position, so there is a requirement that you commute to and from work to attend shifts.

The position of Supplementary House Parent averages at 40 hours per week, over a two week rolling Rota.

A Non-Residential/Supplementary House Parent will work alongside our Lead House Parents, the Boarding Manager and the Welfare and Medical Team, as a whole.

One of the primary aspects of this role is to get to know the students in our care in order to try and build a relationship of trust with them.

In this role, you would be expected to readily support our student's as well as take a lead on minor disciplinary matters within the Boarding houses, when required.

You will be expected to manage the boarding houses you work in, ensuring all housekeeping tasks are completed to a high standard and the College's Reputation is upheld.

A successful candidate will be expected to work under the direction of the Boarding Manager and Lead House Parent, if applicable. As a House Parent you will be our student's key pastoral care figure in the Boarding Houses, providing high quality pastoral care to our students including ensuring all activities are undertaken in accordance with the students evening timetable.

As a House Parent you are to act in 'loco parentis' to our students while they are in our care at the college.

The post holder will be committed to safeguarding and promoting the welfare of children and young people, and expect all other staff and volunteers to share in this commitment.

We expect the post holder to have a very good understanding and working knowledge of our responsibilities under the DUTY OF CARE statutory provisions. This is particularly relevant to our under 16 and under 18 Client Group, and more broadly with our over 18 clients.

REPORTS TO

You will be directly responsible to the Lead House Parent. You will work within the framework set by and under the general direction of the Principal.

MAIN RESPONSIBILITIES OF THE JOB

OVERVIEW

- To share in all aspects of College life, not just those relating to your house.
- To secure high standards of Pastoral care in all areas and take pride and ownership of boarding house(s).
- To ensure that practices improve the quality of care provided, meets the needs and aspirations of students and raise their standards of achievement.

- To understand how our pastoral care contributes to the Colleges priorities and overall education and achievement of our students.
- To familiarize yourself with and have regard for the college mission statement and the college's boarding principles and practices, at all times.
- To be familiar with and work in accordance with the policies, procedures and guidelines relating to the college and residential facilities. In particular the College's Child Protection, Substance Misuse, Absence, Attendance and Anti Bullying Policies.

CARE/SUPPORT

- To liaise with the Welfare Team regarding all aspects of student welfare, as necessary.
- Encourage students to form a routine – including getting a good night's sleep, eating healthily and departing for school on time.
- To encourage and teach students to learn the life skills necessary for developing their own independent living skills.
- To aid Students in feeling a sense of belonging while studying and living at CATS.
- To assist students where requested and to liaise with the Welfare Office and Boarding Manager as necessary.
- To administer homely medicine to students as required and to attend hospital if needed and requested.
- To complete wake up calls as required.

SECURITY

- To work at all times within the code of requirements of the Health and Safety at Work Act.
- To bring any potentially dangerous practice, situation, or property to the attention to the Boarding Manager, Operations Manager or their representatives.
- To complete all Health and safety checks as per instruction of the Boarding Manager or Operations Manager.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures and policies.
- To ensure the building is consistently secure, operate the alarm system following nightly curfews and during closedown, and to complete Boarding House Checks including the security of doors and windows upon closing the building daily.
- To report all health and safety risks to the relevant department and staff member.
- Ensure each student is in the Boarding house and accounted for at the end of the day and at the relevant curfew time – logging this information on our college database.

CARE TAKING

- To complete regular safety checks in the Boarding houses, such as fire extinguisher and alarm checks.
- Ensuring the Kitchen and facilities are clean and left to a high standard after each use.
- Emptying the bins and putting the waste bins out on the appropriate day where applicable.
- Maintaining the presentation of the outside of the building - ensuring it is free from litter and welcoming to visitors, staff and students.
- Basic household maintenance where possible, such as changing light bulbs
- Regularly checking the Boarding Houses for damages and to report these on the college's Sysaid system. To log requests for deep cleaning or redecorating where needed, and to actively look for any faults in the buildings.
- Assisting with arrivals and departures, including assisting with suitcases, completing inductions and welcome meetings, and ensuring that students are settled in to their Boarding Houses. This also includes assisting families of students with any queries and reassuring them that the students are well looked after and at home while staying at CATS.

ADMIN/IT

- The completion of all necessary Boarding House check sheets.
- To ensure that you regularly read and are up to date with all college policies and Boarding House documents.
- Writing reports where needed or requested – such as incident or damage reports.
- To record and document meeting minutes and response notes during House Meetings, such as the Termly ‘Chill n Chat’ Meetings.
- Ensure you are familiar and comfortable with the use of the College’s database system. This database is used regularly within the role of a House Parent to record student notes, check permissions, allergies, exeat requests and vital student information.
- Ensure that you record a timeline of daily events within the Boarding House Log Book provided.
- Ensure you check your emails regularly throughout the shift, including when you arrive on shift and before you finish. Ensure you respond to all emails as required and log any key information in your calendars, such as deadlines.
- Record daily handovers for your colleagues following your shift.
- The use of online Maintenance and Ops logging systems.
- Ensure you are appropriately logging the administration of medication from the supply of Homely medicines in your Boarding House. This includes reporting any discrepancies to the Medical Matron and Boarding Manager.
- To maintain the organisation of Boarding House records and checks sheets, that are stored in house.
- To attend any training identified and requested by your line manager and the completion of training modules within the probationary period.
- To take part in such performance management or staff appraisal arrangements made by the College and your line manager. This includes Probationary reviews, regular supervisions and appraisal meetings.
- To carry out such other related duties as may be reasonably required from time to time by the Boarding Manager. These other related duties may be subject only to the provision that such duties shall fall within the general aim of the post.

Whilst every effort has been made to detail all the duties and responsibilities of the House Parent Role, we wish to advise you that the above does not constitute a full and exhaustive list of duties, and that the post holder may be required to pick up any additional responsibilities or tasks that are deemed reasonable and are a necessary requirement.

Terms and Conditions of Employment are set out in the Letter of Appointment and Contract.

PERSON SPECIFICATION

This job requires that the post holder have:

MOTIVATION

- The post holder is proactive rather than reactive in approach.
- Takes responsibility and ownership for work issues and problems of an operational, strategic, welfare or pastoral nature.
- Implements improvements to work processes and practices within his/her remit.
- Understands the College goals and direction, and embeds this within one’s own working practice.

DRIVE

- Is energetic and enthusiastic.
- Committed to the role, the team and the wider College.
- Confronts and overcomes obstacles to progress within the team and provide a high level of pastoral care and commitment to the team, students and the wider college.

INTELLECT

- Demonstrates good critical thinking skills in order to understand client issues and provide a quality service.
- Can suggest, and where appropriate, implement solutions suitable to the client's circumstance.
- Where applicable, gathers facts and examines situations in an accurate and organised fashion.

JUDGMENT

- Can think and act rationally and maturely without undue bias or reliance on emotional responses.
- Can weigh up information, issues and evidence and draw balanced conclusions from such.
- Shows clearly that he/she is learning from experience and actively seeking to demonstrate progress within the role.
- Knows when to ask for support and advice from colleagues and managers.

CREDIBILITY AND COMMUNICATION

- Has a positive impact with colleagues and students.
- Projects an appropriate and professional image.
- Speaks clearly and persuasively when interacting with internal and external personnel.
- Can facilitate potentially difficult discussions in an internal and external context.
- Keeps line manager and team informed of progress and/or difficulties.
- Displays excellent listening and questioning skills.

CUSTOMER FOCUS

- Understands and communicates the College's offerings and capabilities.
- Demonstrates a clear empathy with clients and understands their needs.

TEAMWORK

- Has confidence and respect of peers, sub-ordinates, and superiors.
- Establishes team direction and responsibilities for achievement of team and college objectives.
- Understands others development needs and seeks opportunities to provide support.
- Creates an open and supportive team climate.

ABOUT CATS COLLEGES

CATS Colleges is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

AND FINALLY

CATS Colleges are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines.