



Boarding Houseparent – Job Description

Line-manager: Director of Boarding

Hours: The role is to act *in loco parentis* for all the boarders in your boarding house, 7 days a week, term time including beginning of terms from 10.00am on boarders' arrival days, and end of terms until 10.00am on boarders' departure days. Non-contact, non-directed hours are covered by additional boarding staff to ensure compensatory rest periods are included.
16 hours of directed time during the week 8.015am - 5.00pm will be required in addition to regular boarding responsibilities.

Line-manages: Assistant Houseparent, Resident Boarding Tutor, Gap-year Assistant and Housekeeper

Main Purpose of the Job

1. To be a member of the Pastoral Leadership Team.
2. To act *in loco parentis* for the residential students in the boarding house, acting at all times as a reasonable parent would.
3. All Houseparents must create a positive atmosphere within the House which is supportive of the school as a centre for teaching and learning. They should foster a culture which is based on high standards and expectations, are both caring and demanding and show commitment to the needs of all students.
4. Promoting and safeguarding the welfare of the students, both mentally and physically, is central to the role.

Duties and Responsibilities

1. To be responsible for the organisation of a Residential Boarding House by:
 - a. Taking direct responsibility for the pastoral care of students in the House and reporting any issues to the Deputy Head (Pastoral) as appropriate;
 - b. Holding regular, minuted meetings with the house staff and students, encouraging student engagement with their environment through Student Voice, and inviting input into the management of the House from house staff;
 - c. Attending weekly Houseparent Meetings;
 - d. Conducting a regular audit of the facilities and furnishings in the house, reporting any concerns to the Operations Manager for any action;
 - e. Maintaining an overview of Health and Safety issues in the House and reporting concerns to the Estate Manager;
 - f. Contributing to the pastoral reports to the Local Advisory Body and contributing to the School Development Plan;
 - g. Having the overview of the welfare and academic achievements of all students in the House.
2. Overseeing the safety, good discipline, pastoral well-being and academic performance of students by:
 - a. Delivering a comprehensive house induction programme for all new students upon arrival, and assigning a suitable 'buddy';
 - b. Issuing all students and parents a house handbook which clearly outlines processes, procedures and expectations;

- c. Ensuring that the School's boarding policies on safeguarding and behaviour are fully understood by the staff and students and adhered to;
- d. Being aware of the implications of the National Minimum Standards for Boarding Schools and ISI Boarding Inspection criteria;
- e. Ensuring that a full understanding of the circumstances of each student in the House, their strengths, weaknesses, aptitudes and abilities are clearly identified and shared with relevant staff so that individual talents and potential are developed and maximised;
- f. Co-ordinating and contributing to a full and varied programme of enrichment activities and trips ensuring that every student has the opportunity to participate;
- g. Monitor welfare, health and emotional issues through Individual Welfare Plans;
- h. Ensuring that concerns for a student's welfare are referred to the appropriate internal staff;
- i. Ensuring that appropriate travel arrangements for students are in place in advance at the beginning and end of each term and half-term, remaining resident in the building until all students have departed, or make alternative provisions for their welfare and safety
- j. Liaising with the Medical Centre on all medical issues involving students in the House and the administering of medicines;
- k. Accompanying students to medical appointments when a chaperone is not available;
- l. Ensuring, where appropriate, that teaching staff know of students' background circumstances which might affect their academic performance;
- m. Communicating regularly with parents of students, including responding promptly as a matter of courtesy to all email or phone communications by parents i.e. within 24 hours;
- n. Encouraging a healthy and positive use of students' free time;
- o. Recording in the relevant MIS (or house records in the case of below threshold incidents) students' achievements and misconduct;
- p. Supporting students in maximising their private study time so that they achieve the best that they can academically and providing guidance, support and advice for progression routes at all levels where able;
- q. Supporting International Boarders where possible at Parents' Consultation and Information Evenings.

Performance

- a. Houseparents are expected to take a proactive role in the leadership of the House by being present as much as possible and having a flexible approach to duties including:
 - a. being on duty on the last evening and overnight at the end of each term;
 - b. being on duty on the evening and overnight before the start of each half-term;
 - c. being on duty at least 3 evenings per week Monday – Friday;
 - d. being present at all major school events, as defined by the Head;
 - e. being present in morning assemblies.
- b. Houseparents' performance will be assessed annually as part of their performance management cycle, which will be informed by an annual house review.
- c. Houseparents must ensure the delivery of practice laid out in the Boarding Handbook.
- d. Houseparents are responsible for the leadership, training and support of the House staff and work with the Strategic Leadership Team in the implementation of school's policies.
- e. Houseparents are expected to evidence research informed improvements over a sustained period of time.
- f. Supervision of the House at all times will be the responsibility of the Houseparents and may be delegated to other house staff.
- g. In the case of joint appointments, at least one Houseparent will be named as being 'on call' each night of the week during term time, except where the Assistant Houseparent is providing overnight cover.

- h. In the case of single appointments, the Houseparent will be 'on call' each night of the week during term time, except where the Assistant Houseparent is providing overnight cover.
- i. Houseparents are expected to demonstrate a professional manner and adopt an appropriate dress code at all times throughout the term.
- j. Houseparents are expected to undertake any other reasonable duty at the request of the Head.

Qualifications, Knowledge and Experience

- a. Experience of working with young people in an educational setting is essential.
- b. Experience of residential care of young people is essential.
- c. Experience of working in a boarding house in a boarding school is desirable.
- d. Knowledge and understanding of the Children's Act and Keeping Children Safe in Education is essential.
- e. Knowledge and understanding of the National Minimum Standards is essential.
- f. Knowledge of the 4 thresholds of the safeguarding windscreen is desirable.
- g. BSA professional training qualifications are desirable.
- h. Houseparents will be expected to undertake regular BSA and / or National College training appropriate to the role. Houseparents may be required to undertake training at the request of the Deputy Head (Pastoral) to learn or consolidate best practice.
- i. Houseparents are required to share best practice with colleagues and to collaborate with boarding practitioners from other schools to inform and develop mutual best practice.

Person Specification

See Person Specification for Leadership Role (Section 2)

Mr R J Pavis
Head
January 2023