



Job Description

Houseparent Stonar Short Courses February, Easter and May 2022

About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 2 – 18. As one of over 50 schools in the Globeducate Group worldwide, Stonar is part of Globeducate, an expanding global family of schools. Stonar is situated in over 80 acres of beautiful Wiltshire countryside yet only 20 minutes drive from the city of Bath and within easy reach of the M4 corridor.

In addition to the term time day and boarding offering, Stonar also runs short courses during the school holidays, for British and International students as well as their own boarding pupils.

The Role & Purpose of the post

Job Title:	Temporary Houseparent
Responsible to:	Director of Short Courses

For the residential courses boarding houses are run by a Houseparent who lives in for the duration. Houseparents have overall responsibility for the safety and security of students within the boarding house, as well as playing a lead role to ensure all students receive first class pastoral support during their stay with us.

Assume responsibility for the happiness, well-being, health, safety and personal care of the students in the boarding house by being aware of the individual circumstances, needs, strengths and weaknesses of each student and supporting students with any emotional, social or behavioural problems they may have, in accordance with Stonar procedures and policies.

Main Duties and responsibilities:

Job Skills Required

- *Demonstrates leadership and personal responsibility* by motivating, raising awareness, showing drive and determination, using initiative, organising work with little or no supervision, displaying commitment to the role, being adaptable and thinking on your feet.
- *Works effectively with other people* by working in a team as well as individually; treating people equally and sensitively, developing good working relationships, sharing knowledge and information whilst supporting and encouraging others.

- *Gets the job done* by delivering what is required on time and to the appropriate quality by monitoring progress against plans and reviewing daily updates, gathering and analysing information, creating solutions and managing change appropriately.
- *Manages resources effectively* such as time, people, equipment, IT, information knowledge, money and accommodation.
- *Communicates clearly* by getting across the message effectively, listening carefully and responding to feedback, representing the department and school professionally, persuading and influencing and negotiating to achieve the best outcome.
- First Aid and/or Lifeguard qualified – Highly desirable.
- Previous experience managing a boarding house – Highly desirable.
- Signed up to the DBS update service – Desirable.
- Ability to monitor groups of students – Preferably with demonstrable experience.
- A highly conscientious mind set, prioritising the safety and welfare of students.

Houseparent – Short Courses

Main Tasks and Job Skills

- Meet with the Director of Short Courses (DSC) and colleagues for a mandatory induction period, in order to ensure all necessary arrangements are made at handover.
- Inform the DSC of any absences immediately, or behavioural and welfare issues, giving as much notice as possible.
- Ensure wake up and bed time rules are made explicit, and adhered, to students.
- Manage the Boarding House induction procedures of all students during the Welcome Meeting, ensuring they are aware of all fire safety and electrical safety regulations.
- Ensure that the conditions and supervision of free-time periods in the house are conducive to the Stonar Short Courses Free Time Policy.
- Ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily.
- Be familiar with, and manage the implementation of, all relevant Stonar policies and procedures including safeguarding and child protection, codes of conduct, managing conflict, substances misuse and health and safety, and being aware of the appropriate responses needed.

- Liaise with the School nurse/Medic in instances of student health or emotional issues, ensuring Stonar protocols and regulations are followed.
- Encourage and ensure all students take a full part in all aspects of the programme, assisting personally in the preparation and delivery of afternoon and evening activities as appropriate.
- Record student presence at meal and registration times, following up on any late arrivals/absences.
- Keep thorough records whilst on duty in order to ensure that information is saved and disseminated in line with Stonar procedures, ensuring record keeping is maintained throughout.
- Liaise with the DSC/Director of Riding to manage instances of poor student behaviour.
- Attend meals in the dining hall when on duty in order to supervise students.
- Work to ensure student welfare issues are acted upon properly and all staff contribute to a first class pastoral service.
- Organise and oversee all registrations times throughout the day advising the DSC of any missing students immediately.
- Help organise and run evening activities with the DSC including first evening ice breaker, sports and arts and crafts based on experience.

Skills required

- Is determined to complete a task or action and get the job done on time and to the appropriate quality;
- Communicates clearly orally and in writing according to the needs of different people and their differing requirements (students, parents, colleagues, members of the public);
- Shows good judgement and is seen to be proactive in a range of situations;
- Gathers, analyses and evaluates information to achieve the best outcome;
- Develops good working relationships with other people (students, parents, colleagues), listens carefully and responds to feedback sensitively;
- Is a good team member, willing to participate, share and raise awareness on issues and promotes equal opportunity;
- Manages own time and information in an effective manner and makes best use of resources available;
- Is adaptable, flexible and resourceful and able to respond to, and manage change;
- Represents Stonar School Short Courses and the School in a professional manner.

Working Arrangements

- The position comes with full board and accommodation and it is a requirement of the post to sleep on site. In order to cover for emergencies and special events it is anticipated that you will agree to a waiver of the maximum working hours limitation imposed by the Working Time Regulations.
- Dates: Friday 18 February to Sunday 27 February 2022
Sunday 3 April to Saturday 16 April 2022
Friday 28 May to Sunday 5 June 2022
- Working hours may vary over each holiday with February and May half terms including running day time activities and excursions. For Easter, core working times will typically consist of morning wake up, breakfast and registration, lunchtime registration and evening roll call until bedtime each day.
- February and May half term – Friday evening to second following Sunday morning, and Easter Sunday afternoon to Saturday morning each week.
- During the Easter camp staff should not be required at the following times as long as all necessary duties have been sufficiently completed:
 - 11.00am on Saturday to 1.00pm on Sunday each week but flexibility may be required for late departures/early arrivals.
- Full board and accommodation is provided, alongside a highly competitive salary.

The duties and responsibilities shown above are not intended to be exhaustive and staff will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the courses.