

# ABBAY COLLEGE CAMBRIDGE

## HOUSE PARENTS



**α+ Alpha Plus**  
group

the **Gold Standard** in education

# ABBAY COLLEGE CAMBRIDGE

## ABOUT US

Abbey College is continually expanding with over 400 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community. A place that is dedicated to securing outstanding achievement for all.

During this growth our educational ethos has remained very clear: outstanding achievement for all and provide the best possible start for every child in our care.

Our staff come from a diverse range of experience and backgrounds. We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We are a boarding college which aims to provide boarding facilities of the highest standard to allow students to thrive in their educational studies. Students are given an appropriate degree of independence while boarding staff monitor and support a healthy and safe lifestyle.

Our students are cared for by members of the Boarding Team who live in the boarding house and who are available to help students at all times outside of the school day.

Abbey College Cambridge is a constituent college of the Abbey DLD Group of Colleges, which is in turn part of the Alpha Plus Group.





## BOARDING



At Abbey College Cambridge the boarding aim is;

‘To build a happy and safe community where students can develop skills needed for future independent living, within a professional, supportive and nurturing environment.’



Abbey College Cambridge has four boarding houses each physically different and unique in character but all coming together in working towards the boarding aim, providing the students with the same high standard of pastoral care and support. Each member of the boarding team is attached to a particular house and is line-managed by that Head of House. This ensures that staff are able to build strong relationships with the students in their care and allows each house to run smoothly and with continuity. Abbey College Cambridge is incredibly proud of its boarding provision and continually strives for excellence.

## ABOUT THE ROLE — PASTORAL CARE

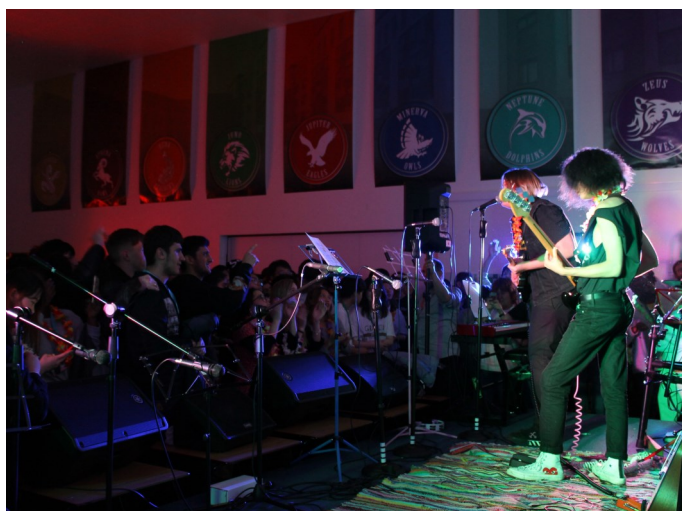
As a House Parent, your role will be to provide top quality pastoral care for our students, making them feel part of our college community and supporting them in their journey towards independent living at university and beyond.

### Main duties and Key Responsibilities:

- Addressing any concerns regarding student welfare, reporting any serious welfare issues to the Designated Safeguarding Lead (DSL) or deputies immediately and without hesitation.
- Conducting wake up calls to ensure that students attend school on time. Following up on any attendance issues.
- Supporting students who are ill and injured by providing first aid, medical support, and escorting students to emergency and routine medical appointments. Maintain accurate medical records for students and liaise with local medical services where necessary.
- Supervising and actively supporting students during study time, detention and meal times.
- Running and supporting after school and weekend activities such as clubs, sports, trips in and around Cambridge, as well as further afield.



- Carrying out sign-out and curfew checks .
- Offering support and guidance to all boarders, promote student welfare and enforce behavior policies.
- Promoting the student voice including selecting and training student reps to assist with daily tasks and to act as a representative for all boarders.
- Working with the wider team to ensure all accommodation is covered day and night as required to ensure and maintain student safety.
- Being an active member of the school community by attending school events including assemblies, parties, Charity Fairs, May Ball etc.





## ABOUT THE ROLE

To maintain 'Gold Standard' Boarding Facilities



### Administrative

#### Main duties and Key Responsibilities:

- Attending to administrative duties under guidance of the Head of House, ensuring all student records are accurate, and ensure communication from students and staff is responded to professionally and in a timely manner.
- Attending weekly meetings to ensure that concerns and information is frequently shared and to attend all required staff training courses.
- Maintaining student files to a high degree of accuracy including records of behaviour, discipline, rewards, medical history, medical assistance given, etc.
- Displaying and updating rotas, menus, event details, Abbey extracurricular programs, local listings, maps, transport, local amenities and services information.
- Reviewing and acting in accordance with the Child Protection Policy and Missing Student Policy.

### Operational

#### Main duties and Key Responsibilities:

- Ensuring the Gold Standard in the residence, in catering, cleaning, inventory checks, induction of new students, tours and the organisation of student departures and room inventories and the day to day running of the boarding houses.
- Ensuring boarding is maintained to the highest standard to allow students to thrive in both their educational studies and personal lives. Ensuring that accommodation and communal areas are clean and tidy, reporting any problems, complaints and maintenance requests appropriately.
- Carrying out room inspections ensuring that all students are adhering to the rules of the residence and that all the equipment in the rooms are working (e.g. lights, extractor fans, etc.).



## CANDIDATES



### Communication and Interpersonal Skills

#### *Essential:*

- Ability to present verbal and written information clearly and professionally to a variety of audiences with different first languages and variable English skills.
- Builds and maintains effective working relationships with students, colleagues, Abbey College and other stakeholders
- Manages and ensures clear professional and emotional boundaries are established
- Demonstrates a keen understanding of the ability to adapt one's approach when working with different groups
- Builds trust and has respect for others, shows an awareness of the impact of own behaviour.

### Personal skills and qualities:

#### *Essential:*

- Has a commitment and enthusiasm for working with students, enabling and empowering students to become actively involved in Abbey College Cambridge and their community in a proactive way.
- Ability to plan, organise and implement work effectively and on own initiative, with minimum direct supervision while sometimes under pressure.
- Ability to deal with emergency situations and solve problems in a constructive manner.
- Demonstrates flexibility in approach to work.
- Able to take a responsible and accountable approach to work.
- Open to and supportive of change and new ways of working with a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload.





## CANDIDATES

We are looking for caring and enthusiast individuals to join our vibrant team

### Qualifications and Experience

#### *Essential:*

- A-levels or equivalent qualification.
- Experience of working with young people.
- Experience in the use of a PC, particularly the use of MS Word and Outlook.
- Demonstrated experience of work in line with policy and procedure.

#### *Desirable:*

- Degree or relevant Boarding qualifications.
- Experience of working in residential environments or an educational context.
- Experience of working with teenagers.
- Evidence of mentoring, providing advice and support, one to one and in groups.



### Knowledge

#### *Essential:*

- Working knowledge of record keeping and data protection issues.
- Working Understanding of Confidentiality with an awareness of the need for confidentiality in dealing with personal information and of risk of harm circumstances when confidential information must be shared.
- Working Understanding of Child Protection.

#### *Desirable:*

- Knowledge of local, regional and national leisure, recreational and cultural activities.
- Knowledge of OFSTED and or ISI frameworks.
- Knowledge of Child Protection Legislation.

## THE BENEFITS

### Holiday Entitlement:

You will receive 50 days annual leave per annum, 6 weeks are taken over the summer break and 2 weeks over the Christmas break, as instructed by the Director of Boarding

### Salary:

A salary of £19,350 - £21,500 per annum is offered to the successful candidate depending on qualifications and experience.

### Hours

You will be required to work on a rota covering day, evening, and weekend shifts. Day shifts are 7am - 3pm and evening shifts are 3pm - 11pm.

Full time non residential house parents work a 5 day on two days off rota. Working 37.5 hours a week and up to 1 Sleep-ins per week. Sleep-ins are where you are required to either be on call for students between 11pm and 7am or where you are required to sleep in a duty room outside of your normal accommodation in case of emergencies.



### Benefits

- Employee assistance programme.
- Sports groups (yoga, circuits, etc..) and free on site gym facilities.
- Alpha Plus Group personal pension plan, 7% employer contribution.
- Season ticket train travel discount and loans.
- Cycle to work scheme.
- Discounted school fees.
- Staff music groups.
- Language classes
- Regular social events
- Visit exciting places on trips out







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the **Gold Standard** in education

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## ABOUT THE ALPHA PLUS GROUP

The Alpha Plus Group was founded in 1931 and currently comprises eighteen independent schools and colleges. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education.

Alpha Plus staff are dedicated to providing top quality provision for every student. All students are welcomed into the local college and we ensure that each individual has an exceptional experience.



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ABBEY COLLEGE CAMBRIDGE

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### The Alpha Plus 'Gold Standard'

The Gold Standard is the Group's vision of educational excellence. It comprises two dimensions:

- Cultural - fostering high aspirations and expectations of staff and pupils, always recognising that excellence is a never-ending pursuit.
- Operational - robust governance through which Schools, Colleges and central services are simultaneously supported and challenged in their pursuit of excellence.

Alpha Plus recognise that great schools have their own identity and ethos and we seek to preserve such independent values. Whilst the interpretation and execution of 'excellence' may therefore vary across the Group, many elements, such as outstanding leadership, and passion and pride in teaching and learning, are common to all.

In addition to academic attainment, our cultural aspirations are rooted in the following common principles:

- Achievement defined according to the needs and potential of the child.
- Development of character and resilience, leading to more rounded and grounded children who will be well-placed to contribute and thrive in the world.

Effective partnerships with parents, including advice and help with those subsequent educational placements which will be most suitable for their children. Mutual trust in these shared principles is what defines being part of the Alpha Plus Group.

## YOUR APPLICATION

### How to Apply

Please visit our [recruitment website](#) to apply. Please enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. Applications will be reviewed and interviews arranged for suitable candidates.

### Safeguarding

The Alpha Plus Group is committed to safeguarding and promoting the welfare of our children. All staff are trained in child protection and understand to report concerns by following the safeguarding policies. We ensure all candidates are properly police-checked, and the successful candidate will need to obtain an enhanced disclosure via the DBS.

Please click the link below for further information on employing Ex-Offenders:  
[Policy on employment of ex-offenders.pdf \(alphaplusgroup.co.uk\)](#)

### Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### Checks and Training

Boarding staff require or will receive, the following training/security checks:

- Enhanced DBS Checks to prove their suitability to work with children in and out of the home environment
- Three written & verbal references from previous employers asking for suitability for the role
- Full employment history with any significant gaps explained and proof of any relevant qualifications
- Child Protection Training

