



The Royal School

Wolverhampton

Candidate Information Pack

Houseparent (Dartmouth House)



Houseparent

The Post

This post has the potential to be residential or non-residential. The houseparent will carry out house duties according to the schedule drawn up by the Head of Boarding.

The House



Dartmouth Boarding House is a boys' boarding house, housing all male boarders from Year 7 up to Year 13. The aim of Dartmouth boarding house is to help mould young, ambitious boarders ready for whatever future lies ahead of them. Building on fundamental principles of the house – encouraging boarders to be honest even in difficult circumstances, demonstrate confidence in all situations and above all else show good character, Dartmouth House aims to bring together an eclectic mix of nationalities and cultures to help prepare students and equip them to be successful young adults.



Location

We are ideally located in the West Midlands, 2 hours from London and 1 hour Liverpool/Manchester and less than 30 minutes from Birmingham. Also close enough to experience the countryside.



Values

- Developing the whole child into an independent, resilient and ambitious young adult; equipping them to make their mark on the world.
- Our mission is to prepare young people for a fast and changing world.
- It is every child's potential that drives us – and why we stay focused on action, not rhetoric.
- To incorporate the whole school values of respect, initiative, community, trust and risk.

Concept

- To have a pro-active and visible role in the day-to-day running of the house.
- To help provide the caring "family" atmosphere essential for the wellbeing of the boarders
- To be aware of the special needs of all students in the boarding house particularly those from overseas or from vulnerable backgrounds.
- To be on duty within the house to supply the necessary adult presence. This must take into account the not always obvious fact that "simply being there" is an invaluable contribution to a well-run house.

House Duties

- Houseparents are required to take full charge of the house with support from an assistant houseparent and evening house tutors. They will take charge of a minimum of two/three days during the week (variable, depending on the rota) and alternate weekends as well as being responsible for covering any short-term absences.
- Houseparents are also entitled to off-duty periods. They will be entitled to two/three weekday nights off duty plus one weekend in two. The weekend generally consists of a 48-hour period running from either Friday evening to Sunday evening or Saturday morning to Monday morning.

- They will be required to be present in school for any major school event, such as Founder's Day, Prize Day etc.
- They will be expected to help support and provide activities for the pupils during the week, in particular the compulsory activities on Wednesday evenings and weekends.
- There is an opportunity for accommodation to be provided during term times. It is however, more than acceptable and encouraged to be off-site when off-duty particularly at weekends, the Head of Boarding should be made aware as a point of courtesy. During these times it is not necessary to sleep in the accommodation provided.
- They will be the first point of call for any emergencies whether on or off duty but will have support from Head of Boarding/SLT where necessary.
- When on duty, they should be present with the students in the house or as directed by the Head of Boarding.

School Duties

- Houseparents are integrated into the boarding staff duty rota. They will be on duty for a minimum of two/three days per week and alternate weekends, these duties will be specified by the Head of Boarding and duty days are usually arranged to suit individual needs.
- These boarding duties require the supervision of boarders during the evening including at meals times, compulsory activities and overnight. At weekends, there will be the additional responsibilities of providing activity programmes according to the format, which will be specified by the Head of Boarding.
- Supervision of house rollcalls will be required on duty days.
- Any changes to school duties must be agreed, in advance, by the Head of Boarding.
- The houseparent will operate the house in accordance with school policies and procedures and in a manner which conforms to the National Minimum Standards for Boarding.
- Houseparents must maintain effective communication with the assistant houseparent and duty reports are sent to the whole boarding team at the end of each shift.
- Good practice will include regular face-to-face meetings with all staff including the assistant houseparent, house tutors, domestic, catering and maintenance staff.
- They will be required to attend weekly boarding meeting with the rest of the boarding team and the Head of Boarding.
- Be on site before the start of each term to welcome boarders and stay overnight at the end of half term to ensure rooms are left in an acceptable state and be a point of communication for travelling boarders.
- Attend boarding community events such as the Valentine's disco, the Halloween Party and Christmas dinner.
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- Select, train and support suitable pupils to act as Head of House and House prefects and those with positions of responsibility.
- To be prepared to take responsibility for administration tasks including health and safety (such as reporting maintenance issues), financial tasks (such as

administering pocket money) and other administrative tasks linked to the running of the house.

- Working with the assistant houseparent to liaise with academic/medical/boarding staff and parents in relation to the pastoral well-being of students.
- Help manage leave requests for overnight/weekend exeats and end of half term/term travel details.
- To support medical emergencies and appointments, where directed.
- To be prepared to undertake any additional tasks, within reason, as directed by the Head of Boarding and the Principal.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.



Person Specification

| Requirements | Essential | Desirable | How assessed |
|---|-----------|-----------|-----------------------|
| Education & Qualifications | | | |
| Educated to GCSE level or equivalent qualification or experience including English Language and Mathematics | ✓ | | Certificate |
| Willingness to undertake further work related training | ✓ | | Certificate |
| Relevant experience | | | |
| Experience following reporting procedures, policies and processes. | | ✓ | Application |
| Experience of working in a residential/boarding environment | | ✓ | Application |
| Skills, Knowledge & Abilities | | | |
| Excellent literacy, numeracy and IT skills | ✓ | | Application |
| Ability to communicate effectively, both orally and in writing. | ✓ | | Application |
| Accuracy and attention to detail | ✓ | | Application |
| Accurate record keeping | ✓ | | Application |
| Organisation skills | ✓ | | Application |
| Disposition | | | |
| Ability to think creatively and to prioritise | ✓ | | Application Interview |
| Excellent communication skills | ✓ | | Application |
| Organised and self-motivated | ✓ | | Application Interview |
| Excellent interpersonal skills | ✓ | | Application Interview |
| A commitment to safeguarding and promoting the welfare of children and young people. | ✓ | | Interview References |
| A commitment to the school values and professional standards | ✓ | | Interview |
| Ability to work under pressure and to prioritise and meet deadlines | ✓ | | Interview References |
| Willing to participate in development and training opportunities. | ✓ | | Interview |
| Other requirements | | | |
| A knowledge of the National Minimum Standards for Boarding | ✓ | | Application |
| Candidates must demonstrate awareness/understanding of equal opportunities. | ✓ | | Application |

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| A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students. | ✓ | | Application |
| Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people. | ✓ | | Application |

Ability to drive or willingness to learn to drive a minibus would be an advantage.

Conclusion

- These terms of service may be varied by the School Management.

Teaching Duties

There is no requirement for the candidate to have any teaching responsibilities, however qualified teachers, with a background in teaching business and economics or mathematics, may have an opportunity to contribute to the academic timetable.

