



House Parent Candidate Information Pack



INTRODUCTION

We are seeking to recruit a House Parent whose skills, experience and personal attributes will equip them for this exciting opportunity.

Closing date for applications: 9:00am on Friday 21 June 2024.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about our Short Courses:

Co-educational

FOR AGES 12-17

Courses

INTENSIVE ACADEMIC AND ENGLISH PLUS COURSES

Excursions

2 FULL DAY EXCURSIONS PER WEEK)

Residential

STUDENTS ARE HOUSED IN ONE OF THE SCHOOL'S BOARDING HOUSES

Sports & Social

A LIVELY PROGRAMME OF SPORTS AND SOCIAL ACTIVITIES

120+

ACRES OF GROUNDS AND FACILITIES

Length

SUMMER SCHOOL: 2/4/6/8 WEEKS

Class Size

MAXIMUM OF 12 STUDENTS

MILL HILL SHORT COURSES

Located in beautiful parkland, just 30 minutes from Central London, Mill Hill's Short Courses provide the perfect setting for learning and enjoyment. Our courses are aimed at both students who will be joining British Boarding Schools and at those who wish to sample a British education.

We offer courses to students aged 12-17, combining English learning with Mathematics and Science or Sport. These core elements are complemented by a varied programme of creative activity classes including Music, Dance, Drama and Art.

Although the focus of our courses is on academic progress, the varied social programme and exciting range of sports, activities and excursions ensures that students find their time at Mill Hill both stimulating and rewarding.

Set within the campus of internationally renowned Mill Hill School, we are able to offer first rate facilities, including indoor heated swimming pool, newly refurbished classrooms, comfortable and homely boarding houses and extensive sports facilities.

The safety and wellbeing of our students is of paramount importance and our suitable trained staff ensure the welfare of students from the moment we meet them at the airport to the final farewell on departure.



JOB DESCRIPTION

Reporting to the Short Courses Manager, you will be tasked with the following:

- Leading the pastoral duties in your assigned boarding house, including bedtime, wake up, laundry, and general house supervision
- Carrying out duties associated with arrival and departure days, including registering students and welcoming them onto the programme
- Overall responsibility for setting up and maintaining the boarding house ahead of each arrival and departure day
- Management of house information, including ensuring the student noticeboard is kept up to date, the house register is properly maintained, and that any illnesses or absences are reported
- Looking after any unwell students who need to remain in the boarding house, ensuring their comfort and access to food, water, approved medicines, and other provisions they may require
- Supervising students in the boarding house between dinner and their evening activities
- Monitoring student behaviour and ensure they are settling in well
- Attending meetings and INSET sessions as required
- Adhering to the standards and procedures set out in the staff handbook
- Dealing with student issues/emergencies as and when they arise
- Promoting and safeguarding the welfare of children and young persons you are responsible for/come into contact with during your period of employment
- Leading, supervising and accompanying students on one full-day excursion per week, ensuring their safety and welfare at all times

The Summer School will run from Saturday 29 June 2024 (two days of induction) until Monday 26 August 2024. Contracts for 2/4/6/8 weeks are available.



PERSON SPECIFICATION

Essential

Professional/technical qualification:

- Working knowledge of Child Protection (Safeguarding)
- Good knowledge of UK legislation regarding the welfare of young people

Experience:

- Working with children/teenagers in a boarding environment
- Experience in supervising/leading activities with children/teenagers

Personal skills/qualities:

- Personable and approachable at all times
- Dynamic and self-motivated
- Drive and initiative to ensure that the programme will be successful
- Good time management
- Able to multitask and work to deadlines
- IT literate
- Ability to work under pressure
- Reliability and integrity
- Ability to work independently and collaboratively

Desirable

Education level:

- Degree or equivalent
- PGCE

Professional/technical qualification:

- Current First Aid certificate
- Clean driving license

Experience:

- Working on a Spring/Summer School programme
- Working with single and mixed nationality groups



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application **by 9:00am on Friday 21 June 2024.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



Mill Hill Short Courses. A part of the Mill Hill Education Group.



Instilling values, inspiring minds
millhill.org.uk/shortcourses



Mill Hill Short Courses
Milespit Hill
Mill Hill Village
London NW7 2RX

020 3826 3355
millhill.org.uk/shortcourses

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