



# Prior Park College

**Resident House Parent**

Required from September 2021

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# The School

Prior Park College is one of the group of Prior Park Schools which includes our junior school, The Paragon, Bath, and our sister school, Prior Park Gibraltar. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate and independently minded young people.

With over 600 pupils, Prior Park College is one of the most successful Catholic independent boarding and day schools in the South West of England. Set in a stunning location of 57 acres, overlooking the World Heritage city of Bath, the college offers an exceptional and stimulating environment for students to study, play and live.

The College aims to inspire and challenge every one of its students to prepare them for the next stage of their lives. We pride ourselves on our outstanding pastoral care and promote an environment which successfully supports personal development. We strive to ensure that every student meets their potential. We stretch but also support our learners, making Prior a particularly exciting and rewarding place to teach.

The 2017 ISI Inspection Report accorded the quality of pupils' academic and other achievements as "excellent", finding that pupils have "a tremendous appetite for learning in and beyond the classroom".

"Pupils demonstrate excellent knowledge and understanding in all areas of learning, display outstanding communications skills... are articulate... listen actively... demonstrate first rate writing skills... are positive... and display great self-esteem".





# The Boarding

Up to 150 full, weekly and flexi boarders live in the family atmosphere provided by our Houses. Each is a small community where our boarding staff work hard to create a home-from-home environment, with comfy communal living areas, fun games rooms, kitchen areas and an open door policy should any student want to talk privately with a member of staff.

Our boarders are made up of British and international students from a broad range of countries. For our British boarders, and indeed our day students, the benefits of making friends amongst our international community are extraordinary, broadening horizons and cultural knowledge.



# The Person

We are looking to appoint a dedicated and enthusiastic House Parent to successfully manage, maintain and promote the wellbeing and excellent boarding experience of our international and domestic students.

The post would suit an individual or a couple (job share) experienced in working with children in a residential boarding school environment. The successful applicant will have the ability to create an outstanding boarding setting and to drive and organise a safe residential environment, in which students and staff can live and work. Excellent interpersonal, leadership and management skills are essential in this role.

The ideal candidate will meet the following criteria:

- Previous experience of working with children
- Demonstrable management and leadership experience
- Proven capacity to work with parents and alongside colleagues, leading and contributing effectively to a team
- Ability to solve problems with diplomacy and tact
- Culturally sensitive with excellent interpersonal skills
- Genuinely enjoys working with young people
- Ability to create an orderly homelike environment in the boarding house where students feel parented and safe
- Ability to motivate guide and support children emotionally
- Demonstrable organisational skills - can establish and maintain robust systems in a house
- Resourceful and can take the initiative
- High professional and personal standards
- Works well under pressure and can respond to situations calmly
- Open to receiving feedback and wanting to develop new skills
- Committed to safeguarding and promoting the welfare of children





# The Position

## ***Performance Objectives***

To ensure and promote the wellbeing of the pupils and staff in their boarding house.

To oversee all areas of the day to day running and management of the boarding house in line with the National Minimum Standards and the School's Policies and Statement of Boarding Principles and Practice.

## ***Key Tasks***

- To oversee all aspects of the running of the boarding house to create a safe, well-ordered, warm and friendly environment for the boarders to live in
- To undertake duties during the week and weekend duties as outlined below under 'pattern of work'
- To contribute in a positive way to the boarding community to include:
- Attending staff briefing, Pastoral meetings and Boarding Houseparent meetings, attending relevant staff inset training days
- Attending whole-school and boarding events
- Planning and contributing to boarders' activities in boarding time (such as social events or trips).
- Typically these will be evening and weekends
- Work with admissions and the marketing department to support the marketing and recruitment of pupils to the School

## ***Summary of Responsibilities***

### ***Management Responsibilities***

- To manage and support all the house staff including duty staff, cleaning staff, laundry staff and house prefects in performing their duties in the House



### ***Pastoral and Administrative Responsibilities***

- To take an active interest in the all-round development of the boarders in their care, get to know the boarders' strengths and weaknesses and aim to promote their wellbeing
- To support the boarders in their co-curricular activities. Liaise with other boarding and academic staff, the medical staff and parents in relation to the pastoral wellbeing of students
- Keep accurate records of disciplinary and pastoral incidents relating to pupils in their boarding house
- Create and maintain effective lines of communication with parents
- Be responsible for monitoring the location of boarders: roll calls, a signing in and out system, monitoring of holiday arrangements and effective communication with parents and guardians regarding the pupil's activities and whereabouts
- In conjunction with the Estates Manager and Domestic Bursar, ensure that house risk assessments and fire risk assessments are reviewed and updated regularly
- To ensure that due regard is taken to health and safety considerations of the activities of boarders in boarding time and the fabric of the House and then to report any concerns in a timely manner
- To ensure that fire precautions are heeded as directed in the fire risk assessments and termly evacuation drills are carried out in boarding time
- To ensure that house handbooks are kept up to date
- Oversee the safe storage of pocket money, Biometric Resident Permits (BRPs) and passports
- To inform other house staff and the Deputy Head Pastoral / Head of Boarding when they will not be present overnight in the house
- Complete the visitors book they are issued with for overnight guests during term time
- To manage the budget for the house

There is an expectation that sufficient time will be put into preparing the House for the arrival of pupils on the days before the start of the Michaelmas term. This will require the Houseparent to be on site for at least three working days before the first inset day at the start of the Michaelmas term. The Houseparent will need to be in the House from 9.00am on days when boarders are due to return to the boarding house at the start of each term and half term.

The post holder will also be required to attend the weekly staff briefings, the HsMs Meetings and Pastoral Committee Meetings. On occasion, they may be required to escort pupils in their House to appointments during the days they are on duty.

Please note that this list is not exhaustive and other additional, reasonable tasks falling within the capabilities of the post holder may be required, depending on the needs of the school.

## ***Contract and Pattern of Work***

- This is a permanent, full time role, responsible to: Head of Boarding, Deputy Head Pastoral, and Head
- A flexible approach to the specific hours worked is necessary in meeting the pastoral needs of the pupils but the following description of the term time duty rota outline the expectations of the post
- The person employed in this role would be expected to be in the House at 'wake up' on a Monday - Friday and work from 7.00 to 9.00am
- They would be responsible for getting the pupils up and off to breakfast and school
- They would be expected to attend Whole School Assemblies and Masses
- Three days-a-week they would be on duty from 16:00 until the students are in bed and settled (usually 23.00)
- They would be expected to be on duty two weekends in four
- This would require covering the House throughout the weekend from Saturday morning 'wake up' to the pupils being settled and in bed on Sunday night
- They would have one full day off a week. The only exception would be if an emergency arose where their presence or input was necessary in order to resolve an issue in a timely way
- It is a residential position and it is expected that the Boarding Houseparent would sleep in the house every night during term time except for special occasions when they are off duty; such absence would need to be agreed by the Deputy Head Pastoral / Head of Boarding
- They will be expected to work during the three half-term holidays. The level of commitment may vary and will be determined by the Deputy Head Pastoral / Head of Boarding





# The Benefits

Apart from working in an inspiring environment and making an important contribution to our School community, we also offer a range of personal benefits, these include:

- Pension Scheme
- Life Assurance
- Income Protection
- School Nurse on site
- Free onsite parking
- Complimentary use of the Prior Park College fitness centre, pool and other facilities during term time
- Quality complimentary school lunches available during term time
- Fee concessions available for the children of any member of the academic faculty who meet the school's entry requirements
- A Lenovo Yoga for use at work and home
- Employee Assistance Scheme offering unlimited access, support and information to employee well-being
- Discounted shopping via mypayrewards
- Cycle to Work scheme
- Free access to the National Trust Prior Park Landscape Garden



# The Process

To apply for this role, please complete our application form which can be downloaded from the school website [www.thepriorfoundation.com/vacancies](http://www.thepriorfoundation.com/vacancies)

Applications together with a covering letter should be emailed to the HR Department:  
[recruitment@priorparkschools.com](mailto:recruitment@priorparkschools.com)

**Closing date for applications is 5.00pm on Wednesday 24 February 2021.**

References of those invited to interview will be taken up.

## **Child Protection and Data Protection**

Prior Park Schools is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.







**Prior Park**  
College