



# SOUTH WESTMORLAND MULTI ACADEMY TRUST

## **Boarding Houseparent**

### Job Description

**Name:**

**Salary:**

**NJC Salary Scale 4 fixed point 19 £19,945**

**Hours:**

**Weekly boarding rota - term time plus 3 week**

**Boarding rota (less meal breaks):**

**3 x evening shifts per week – 3.10pm to 11.00pm (Mon) / 3.30pm to 11.00pm (mid-week) / 3.30pm to 11.30pm (Fri)**

**3 x breakfast shifts per week – 7.15am to 8.45am**

**Weekend shift Saturday or Sunday – 8.00am to 11.30pm**

**3 x overnight duties per week – 11.00pm to 7.15am (week days) or 11.30pm to 8.00am (weekends)**

The job description may include all such other duties as the Headteacher and Governors may reasonably expect from time to time.

### **Relationships**

1. The post-holder reports to the Head of Boarding and the Deputy Headteacher (Extended Learning) and Senior Boarding Houseparents'
2. The post holder will work closely with the Head of Boarding, Senior House Parents and House Parents
3. The post-holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of residential care and the teaching and learning at Dallam School

### **Purposes of the Post**

1. To support the Head of Boarding in managing the operational aspects of Dallam Boarding House. Undertaking all the responsibilities as House Parent, caring for the health and welfare of the boarders

### **Essential personal qualities and skills**

- Have high standards of care for the students within the boarding house
- Ensure that the boarding practices and procedures are being followed.
- Follow medical practices and procedures to maintain the health and well-being of the boarding students
- Use effective monitoring and reporting systems to maintain boarding student's records

Main Responsibilities	Expected Standards
<ul style="list-style-type: none"> <li>To supervise the boarders' daily routine and to deal with any general matters of behaviour to ensure a happy, purposeful atmosphere in the House; to report any more serious discipline to the Head of Boarding or Headteacher</li> <li>To undertake regular supervisory duties – evening, pre-school and weekends as per contract and the roster drawn up by the Head of Boarding.</li> <li>To act as a personal tutor to a group of boarding students, to monitor closely their personal development and organisation, including money management and study skills, to offer general personal support.</li> <li>To organise and actively lead a programme of activities, in the evenings and at weekends, in-line with the roster of duties, to give boarders a range of enjoyable and instructive experiences.</li> <li>To undertake residential duties as per contract.</li> <li>To liaise with form tutors and teaching staff on matters concerning the welfare, academic and social development of boarding students.</li> <li>To attend weekly meetings organised by the Head of Boarding Care to facilitate effective communication, training and development and the sharing of information and ideas.</li> <li>To be responsible for locking up any buildings used by the boarding students, at the end of each day to ensure effective site security</li> <li>To be present at and to supervise all meals when on duty.</li> <li>To undertake general medical care as and when is required when on duty. Maintaining student medical records and following the school procedures and policies. More serious medical issues must be reported immediately Deputy Head of Boarding or the Head of boarding.</li> <li>House parent is to be on call/pager, as per rota. He/she will make all necessary arrangements for boarders who are ill</li> <li>To take on specific responsibility within the house as allocated by the Head of Boarding for example co-ordinating transport, organising trips, arranging guest speakers or any other reasonable request from the Head of Boarding</li> <li>At the start and end of holidays; To help oversee the close down process, and to help prepare for the preparation and opening of the boarding house</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining a visual presence while on duty with the boarders. Responding pro-actively to the needs of boarders and maintaining a purposeful atmosphere.</li> <li>Attend duties to care and support the boarders</li> <li>To maintain a tutor file and hold regular tutor meetings with boarders</li> <li>Activities during the week are run under your supervision. They are done in a safe and effective environment</li> <li>To be resident during duty hours</li> <li>Issues concerning boarders are acted on swiftly and effectively</li> <li>Attend boarding tutor meetings, contributing ideas for the continuous development and improvement of boarding house practices</li> <li>To complete final checks of the external doors to maintain security</li> <li>To monitor boarder's welfare, record registers and maintain a positive atmosphere.</li> <li>Medical documentation is completed to the required standard set down in the Boarding medical policies</li> <li>Contact school to inform Year Heads of a student absence</li> <li>To be contactable during the cover period and to make yourself available if required</li> <li>Clear and effective documentation is maintained to manage the task and is used to review the process in the future</li> <li>To be available at the start and ends of holidays to support the boarders</li> <li>Completed tour of the boarding facilities in the absence of the Head of Boarding</li> <li>The boarding house systems work to support the effective running of the house. Communication is timely, effective and followed through to a satisfactory conclusion</li> <li>Policies are understood, acted upon and communication is made with the appropriate parties</li> <li>Writing of reports to parents, teachers and other agencies are effective and meet the agreed deadlines</li> <li>All boarders' documentation is kept up to date and reviewed each term</li> </ul>

<ul style="list-style-type: none"> <li>To assist in the monitoring of boarding house systems</li> <li>To support the Head of Boarding in dealing with areas of concern, following the procedure and policies put in place by Dallam School</li> <li>To support the Head of Boarding in producing reports regarding the welfare, progress, social and academic achievement of the boarders to parents, teachers and other agencies as required</li> <li>To maintain the boarder's documentation as directed by the Head of Boarding to ensure all paperwork/records are being consistently updated</li> <li>To undertake any other reasonable duty at the request of the Head of Boarding or from the Deputy Head (Extended Learning).</li> </ul>	<ul style="list-style-type: none"> <li>Provide positive support as and when is required to enable the smooth running of Dallam School and the Boarding House</li> </ul>
<b>General</b>	
<b>Self-Development</b> <ul style="list-style-type: none"> <li>To continually seek development opportunities in order to improve personal performance</li> </ul>	<ul style="list-style-type: none"> <li>CPD co-ordinator is advised of training needs</li> <li>Development opportunities are sought and acted upon</li> </ul>
<b>First Aid</b> <ul style="list-style-type: none"> <li>To maintain a regular first aid qualification</li> <li>To be available as required to provide first aid for students or staff as part of a team of first aiders</li> </ul>	<ul style="list-style-type: none"> <li>First aid is prompt, sympathetic and effective</li> </ul>
<b>Dress and Appearance</b> <ul style="list-style-type: none"> <li>To maintain the highest standards of smart business dress</li> <li>To sustain a pleasant and co-operative demeanour at all times</li> </ul>	<ul style="list-style-type: none"> <li>A positive image is portrayed at all times</li> </ul>
<b>Attitude</b> <ul style="list-style-type: none"> <li>To act as a professional and positive ambassador for Dallam in order to support the school's mission and profile</li> </ul>	<ul style="list-style-type: none"> <li>Positive / constructive feedback from parents / students / visitors / colleagues / supporters.</li> <li>High level of self-motivation and encouragement of others</li> </ul>
<b>Policy Promotion</b> <ul style="list-style-type: none"> <li>To actively promote the school's Equal Opportunities, Health &amp; Safety, Data Protection policies to ensure that the college operates effectively and fairly in line with legislative requirements</li> </ul>	<ul style="list-style-type: none"> <li>Low level of complaints received</li> <li>Positive working culture is demonstrated</li> <li>Positive feedback from performance management</li> <li>Positive feedback from H &amp; S audits</li> </ul>
<b>Child Protection</b> <ul style="list-style-type: none"> <li>To adhere to the school's Child Protection and safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>Procedures followed</li> <li>Low level of complaints due to breach of procedures</li> </ul>
<b>Confidentiality</b> <ul style="list-style-type: none"> <li>To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people</li> </ul>	<ul style="list-style-type: none"> <li>Low level of complaints due to breach of confidentiality</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstration of actions to protect confidentiality</li> </ul>
<b>Flexibility</b> <ul style="list-style-type: none"> <li>• To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to experiment with new methods and approaches / initiative taken</li> <li>• Enthusiasm towards changing circumstances</li> </ul>

**Dallam School is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: ..... (Post Holder)

Signed ..... (Line Manager)

Date.....

<p>The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.</p>
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