



Steining Grammar School

Houseparent Job Description

Title: Sixth Form Houseparent (non-teaching)

Purpose and Scope of the Post

To oversee the organisation and routine operation of the mixed Sixth Form Boarding House with capacity for 58 students. Leading a team of house staff.

The Houseparent will be responsible to the Director of Boarding. They will be expected to work closely with the following:

- Director of Boarding
- Deputy Director of Boarding QA
- Health and Wellbeing Lead
- Houseparent Team
- Boarding Staff and Tutors
- Boarding Administrative Team (Registrar/Finance Assistant)
- Boarding Premises Officer
- Boarding Domestic Team
- Boarding Catering Team
- Day School Senior Leadership Team
- Day School Key Stage Management Teams
- Day School Tutor Team
- Relevant Subject Teaching Staff
- Parents/Guardians/Carers
- External Agencies

The Houseparent will, together with the Director of Boarding, lead on ensuring boarding vision, practices and procedures are being implemented and followed. The Houseparent will work with the Boarding Team to provide direction, engendering a positive culture and ethos to ensure a vibrant, caring and mutually supportive community for both students and staff.

Essential professional Qualifications and Experience

- At least 2 years of working in a residential setting (UK or overseas) preferably with secondary school aged children up to 18 years old.
- A recognised Boarding qualification. An alternative recognised qualification from an educational setting will be considered (e.g teaching, coaching, counselling, HTLA, EAL, Youth Work, Social Work).
- Conversant with the National Minimum Standards for Boarding Schools 2022, Keeping Children Safe in Education September 2024 and annual updates.

Desirable professional Qualifications and Experience

- Experience of First Aid and administration of medication.
- Minibus licence.
- Teaching experience at Key Stage 5 (school, college or Sixth Form in the UK or overseas).
- Ability to lead extra curricular activities such as sports teams, Duke of Edinburgh, arts and crafts.

Personal Skills:

- Leadership: ability to foster followership and lead by example.
- Communication: clear, concise, timely and appropriate oral and written communication.
- Sensitivity: listens well and understands others' needs and perspectives.
- Self motivation: meets objectives on own initiative, committed to continuous self-development, willingness to attend appropriate ongoing training/updating.
- Teamwork: flexible, co-operative, helpful, self-aware, collaborates well, ability to work alone and as part of a team.
- Organisation: systematic, efficient, meets agreed priorities.
- Response to change: investigative, adaptable, prepared.
- Physical: able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.
- IT proficiency including the use of Google Drive.

Key responsibilities:

Leadership and Management

- Overseeing the safety, good discipline, pastoral well-being and academic progress of the students in the house.
- Implementing and maintaining the National Minimum Standards for Boarding Schools and Ofsted Social Care Common Inspection Framework (SCIFF).
- Be responsible for the smooth and efficient day-to-day running of the Boarding House ensuring efficient systems and processes are in place and followed by staff and students.
- Undertake DSL level training and form part of the school's Safeguarding Team to triage and manage safeguarding concerns as directed by the Designated Safeguarding Lead.

To assist the Director of Boarding in:

- Overseeing and reporting regularly on the welfare, progress, social and academic achievement of boarders.
- Contributing to the annual Team Improvement Plan and Boarding SEF (to include student confidential questionnaire results covering both education and welfare).
- Contributing to the written report to the Boarding Governors Committee meeting.
- Attending and facilitating weekly meetings of the boarding leadership team to review and improve practice.
- Ensuring all relevant paperwork/records are being maintained.

To be responsible for the day to day running of the Sixth Form Boarding House by

- Being resident during term time (some availability outside term time will be essential to ensure the smooth running of the boarding house).

- Ensuring that all the Houses reflect a 'friendly, mutually supportive community'.
- Undertaking boarding duties as directed by the Director of Boarding, inclusive of part/whole weekends, including covering staff absences/emergencies or arranging cover where appropriate.
- Working closely and in cooperation with the other Houseparents and Health and Wellbeing Lead to ensure the consistent implementation of daily practices and protocols.
- Maintaining good student behaviour across the boarding houses through effective Boarding rewards and sanctions.
- Working with the Houseparent Team to ensure student punctuality and attendance, guiding students through their daily routine.
- Monitoring the weekly student room checks.

Oversight and monitoring of academic progress and progression for all students

- Coordinating, tracking and recording intervention and student support on appropriate school systems including Class Charts and Provision Map.
- Attending parents evenings and transition events to support students as necessary.
- Supporting students in maximising their Home Learning and private study time so that they achieve the best that they can academically.
- Ensuring, where appropriate, that teaching staff know of students' background circumstances which might affect their academic progress.
- Drawing on school expertise and resources, assist in providing guidance, support and advice for subject options and progression routes at all levels.

Enrichment and stakeholder voice

- Organising and delivering a full and varied programme of enrichment activities for the Sixth Form Boarding House ensuring that every student has the opportunity to participate.
- Completing risk assessments via the Evolve system for offsite enrichment activities.
- Reviewing and tracking stakeholder voice and participation.
- Promoting local clubs and opportunities.
- Liaison with the Boarding Chaplain and willingness to be involved in Boarding Church Services.
- Leading the Boarding Food Committee to audit stakeholder voice and action changes where possible.
- Planning, implementing and evaluating an effective annual induction process for all students at the start of the academic year.
- As part of the Houseparent Team, deliver key events in the Boarding calendar to include Remembrance Day, Christmas Dinner, cultural evenings and annual induction programme.

Wellbeing and Healthcare

- Liaise with the Health and Wellbeing Lead in writing, reviewing and implementing student health and welfare plans.
- Provide first aid and emergency care and treatment as necessary – this includes administration of medication under the guidance of the Health and Wellbeing Lead.
- Contribute to the delivery of the student Wellbeing Programme.
- Operate procedures for control of infectious diseases as necessary.

Administrative

Duties will include:

- Producing reports to parents/carers that covers each student's welfare and well-being.
- Maintain consistent general office procedures across the boarding houses, including notice boards.
- Review academic progress data at key data drops and share with the Boarding Tutors, coordinating Boarding intervention strategies and home learning expectations.
- Coordinating annual Tutor Group provision and Tutor Induction and training.
- Coordinating the annual student buddy system.

Health and Safety

- Having an involvement and awareness of health and safety issues within Boarding affecting staff, children or the environment.
- Completing records of reported accidents/near misses and working with the appropriate investigating lead to ensure all such matters are reported appropriately and in a timely manner.
- Adhering to and reviewing the specific Boarding House risk assessments.

Working with others

The successful applicant will need to work:

- Closely with other members of the Boarding Team to ensure seamless and continuous care, and with parents, academic staff, and school office staff as necessary.
- Boarding Health and Wellbeing Lead and day school Medical Welfare Officer.
- Social services and other external agencies as appropriate (e.g Police/CAMHS).

General

- To be responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible, or comes into contact with.
- To undertake any other reasonable duty at the request of the Headteacher or Director of Boarding.
- Adhere to the specific School and Boarding policies, practices and protocols.

Remuneration Package

1. The post-holder will be remunerated at BET Grade 4 on a full-time basis, paid over 12 months **BET Grade 4A-E £26,918-£29,616** (actual salary) for 37 hours per week.
2. Possible opportunities for employment for spouse/partner in boarding.
3. The post holder will be expected to undertake evening and weekend duties as commensurate with the importance and status of the role, and the level of responsibility that goes with it.
4. Generous and modern (unfurnished) 3 bedroom family apartment (rent free) with a private roof terrace, access to communal gardens and onsite parking. (Annual inspections of accommodation will be included in the contract)
5. Provision of meals subject to these being taken in the Dining Hall at mealtimes.
6. Gas, electricity, Council Tax and work related phone bills included. Benefits in kind payable on the use of white goods in line with HMRC P11d.
7. Quality CPD opportunities including recognised BSA qualifications.
8. Opportunity for additional remuneration during summer holiday lettings.
9. Pet friendly campus.

It is a requirement of this role that the Houseparent be resident in their building every night from 11.00pm during term time, or that adequate cover has been arranged and agreed by the Director of Boarding.

ISSUED: September 2024

A Whitehead (Headteacher)

Working Time Appendix - Boarding Houseparent (HP)

Working Hours

The post is a full-time permanent post and requires the post-holder to be actively engaged with boarding students during the following times;

Weekdays Monday – Friday inclusive:

07.30am – 09.00am

15.00pm – 17.00pm

17.5 hours x 39 weeks

Additionally 2 evenings per week (Mon – Fri inclusive)

17.00pm – 23.00pm

12 hours x 39 weeks

Total Weekly Hours:

29.5 hours x 39 weeks

(1150.5 hours per annum)

1 weekend in 2:

Saturday 8.00am – 11.30pm

Sunday 8.00am – 11.30pm

Total Weekend Hours:

31 hours x 16 weekends

(496 hours per annum)

Boarders Return days:

10:00pm – 11.00pm

Total Term-Start Hours:

9 hours x 6 days

(54 hours per annum)

Additional Hours to work as required:

36 hours per annum

(Inset days)

Total Hours Worked: 1736.5 hours per annum

Average Hours per week: 37 hours/week over 47 weeks