



AIGLON
Switzerland

Houseparent Job description - 2018-2019

Aiglon College is a British international boarding school based in the Swiss Alps with a worldwide reputation for providing a challenging holistic education in an inspiring setting and within a safe, caring and supportive framework. The school is CIS accredited, and educates 360 students aged 8-18 representing over 55 nations. Students are prepared for IGCSEs and the IB Diploma Programme.

RESPONSIBLE TO: The Deputy Head (Student Life)

RESPONSIBLE FOR: House Team consisting of an Assistant Houseparent, Matron and a team of House Tutors, as well as a team of House Prefects and all members of the House.

PURPOSE OF POST

To provide for the general welfare, safety, discipline and well-being of all students in the House in line with the school's guiding principles through efficient management of the staffing, organisation and resources of the House.

INTRODUCTION

Working in a boarding school environment is challenging - working at Aiglon is especially so, as life here is particularly intense and demanding. Our holistic approach to education and a strong pastoral emphasis on building relationships of quality within the community place special demands on every member of staff.

The Head Master is responsible for establishing appropriate duties and responsibilities for each member of staff. In consultation with the Head Master, each member of staff is required to work the hours necessary for the proper performance of their duties. The Head Master may revise these duties and hours of work should circumstances so require.

All members of staff are expected to maintain high professional standards in all contact with students and colleagues and to act with unimpeachable integrity.

The Houseparent is responsible for the welfare, guidance and discipline of the students placed in their charge. They are expected to know the children well and to provide a high level of appropriate care and support when required.

In order that the Houseparent has adequate time to care for the children in the House, and fulfil the basic responsibilities of the role, the teaching requirements represent a reduced teaching load or it may be a non-teaching role. This is a residential post, and accommodation is provided for the Houseparent and their immediate family in the boarding House.

Apart from the general and overall responsibility of ensuring the welfare, smooth running and organisation of the House, Houseparents are expected to carry out their duties in a spirit

of cooperation, collegiality and open communication with fellow Houseparents, the school's administration and the Head Master.

KEY TASKS AND RESPONSIBILITIES

- To ensure, in consultation with the School Council (Senior Leadership Team), adequate levels of supervision within the House and students' awareness of security protocols and emergency procedures.
- To oversee the smooth day to day running of the boarding House.
- To support the school's disciplinary policy and, by encouragement and reward together with a clearly understood and fair system of sanctions, to apply the Student Code of Conduct.
- To be informed of the academic progress of students and consult, where necessary, with the Senior Tutor, Studies Department and Tutors.
- To inform the Designated Safeguarding Lead, Deputy Head (Student Life), Senior Tutor or Head Master of any cases of serious misconduct or concerns for a student's safety or wellbeing.
- To maintain a high standard of appropriate communication with parents through e-mail, telephone, written or personal contact and to ensure that family incidents and problems are brought to the attention of the Deputy Head (Student Life) or Senior Tutor.
- To develop and manage the Tutor and House Prefect teams, so that they can contribute to the successful functioning of the House
- To negotiate and publish rotas for duty staff in consultation with the Deputy Head (Student Life).
- To attend Houseparent and staff meetings as required.
- To oversee, in consultation with the Estates Manager, the domestic services and standards within the House. This includes tidiness, cleanliness, safety, security and the good condition of the House, including its classrooms, kitchens and grounds. To work with the cleaning team in the House.
- To write termly House reports and university recommendations
- To ensure that student absences, with the help of others in the team, are recorded daily on the school's management information system.
- To coordinate student weekend arrangements, where necessary in consultation with the Assistant Deputy Head (Student Life).
- To organise House expeditions in consultation with the Head of Expeditions and occasional House outings in consultation with the Assistant Deputy Head (Student Life).
- To coordinate students travel arrangements in consultation with the Travel Secretary.
- To oversee the general health of the students in the House under the overall direction of the Health Centre. (Normally only minor ailments need to be dealt with. Anything of a more serious nature should be referred to the Health Centre)
- To operate a House pharmacy and to keep appropriate records in consultation with the Health Centre.
- To check rooms daily for tidiness with the help of others in the team.
- To ensure that the students' laundry is handed in and collected at the correct times and that sheets are changed regularly with the help of the AHP and Matron/Houseparent.
- To oversee the marking of clothes and ensure they are of an appropriate standard with the help of the Aide de Maison /Houseparent.

- To ensure that meals in the School Restaurant are adequately supervised.
- To organise appropriate entertainment and hospitality for parents, school visitors and duty staff.
- To care for students for periods of time prior to the beginning and after the end of terms and mid-term breaks.
- To participate in the Sports programme, Expeditions and other activities of the school as may be appropriate.
- To perform any other tasks which the Head Master may reasonably assign.

This job description is additional to the basic duties outlined in the Aiglon College contract of employment in accordance with the school's policies and guiding principles, and under the direction of the Head Master. A summary of the key accountabilities is included below.

A - GUIDING PRINCIPLES and PROFESSIONAL STANDARDS

- Carry out teaching duties, if appropriate, and exercise responsibilities in line with the Guiding Principles of Aiglon.
- Treat all members of the community, colleagues and students, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Read and adhere to the various policies of the school as expressed in the School Handbook and other agreed documentation, and support the ethos of the school by upholding the behaviour code, uniform regulations and other expectations.
- Undertake professional development (both pastoral and academic) and participate in staff training when provided, in line with the CPD programme of Aiglon.
- Reflect on personal and school practices with aim of improving all that we do.
- Participate in the management of the school by attending various team and staff meetings and full school meetings to discuss student progress.
- Undertake pastoral and other duties as prescribed within school policies.
- Ensure that all deadlines are met as published and communicated.
- Undertake other professional duties that may be reasonably assigned (e.g. cover).
- Be proactive and take responsibility for matters relating to health and safety.

B – TEACHING and TUTORING (if appropriate, the acting Houseparent may be a non-teaching role)

- Teach an appropriate number of academic lessons per week, in accordance with departmental schemes of work and programmes of study.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with Aiglon's programme of support for students with specific learning difficulties, as directed by the Head of Learning Support.
- Take account of students' prior levels of attainment and use them to set targets for future improvements.
- Set work for students absent from class for health or disciplinary reasons.

- Maintain good discipline by adherence to the advice given to colleagues in the Studies Handbook and elsewhere, and by the Deputy Head (Curriculum).
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in lessons and in the boarding environment.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work, in line with agreed school policies.

C - ASSESSMENT, RECORDING & REPORTING (if appropriate, the acting Houseparent may be a non-teaching role)

- Maintain notes and plans of lessons undertaken and records of students' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Complete student formative and summative assessments in line with policy and as specified in the published calendar, including the House feedback system .
- Be familiar with the college's procedures for identification and assessment of Special Educational Needs, EAL needs and other Learning Support.
- Write detailed reports on students at the end of each term.
- Attend parents' meetings as published in the Aiglon calendar and programmes of events.

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