

Weekend House Assistant Job Description

Job Title
Weekend House Assistant
Salary
£13,464 per annum
Responsible to
Senior House Staff
Hours
30 hours per week to be worked every weekend except for exeats (third week of each term, two exeats per term) Fixed term until 31/08/24 Term time only plus one additional week (36 working weeks)

Job Purpose
The post holder is part of the residential team responsible for the welfare and pastoral care of male and female boarders resident in the house.

Main responsibilities and duties
<ul style="list-style-type: none"> • Be familiar with the National Minimum Boarding Standard and their responsibility towards these. • Provide appropriate pastoral support for those in their care and ensure appropriate care is provided to meet the needs of the individual. • Help to organise the basic routine of the house with assistance from other staff and prefects. • Actively support the social development of the boarders resident in the house. • Help to co-ordinate and implement boarders' activities with other staff, including sport, Duke of Edinburgh scheme and other events. • Supervise tea on duty days. · Undertake wake-up and bedtime routines of the boarders resident in the house on duty days. • Supervise the distribution of supper on duty days. · Supervise in-house After School Learning (ASL). • On duty days ensure 6th form boarders resident in the house undertake their ASL. · • On duty days distribute pocket money keeping accurate records of income and expenditure. • On duty days supervise the sale of tuck keeping accurate records of income and expenditure. • Drive the minibuss for the purpose of house activities.

- The staff of Duty House (rotational house responsibility) are required to co-ordinate facilities, routines and activities for all boarders on their weekend duty day.
- To direct other house staff (ie. House Tutors) in the supervision of boarders and the provision of activities.
- Liaise with parents on all matters relating to boarders in the house on duty days ensuring that Senior House Staff are advised when appropriate.
- Liaise with Matron with regard to the fabric, maintenance requirements and issues relating to the day to day running of the house.
- Attend weekly residential house staff meetings.
- Attend termly full boarding staff meetings and on occasions may be required to attend other meetings of the boarding community

Additional Duties

- There is a requirement to be resident during the quiet hours (ie. from 11.00 pm) unless otherwise arranged with the Director of Boarding and Senior House Staff.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people

Key Contacts and Relationships

Liaises with parents, Senior House Staff, Director of Boarding, Business Manager, Assistant Head Post 16, Heads of Colour House, Form Tutors, Nursing Sister.

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Weekend House Assistant



Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE Grade C or equivalent in English and Maths • Good standard of general education • Willingness to participate in staff training/development programme for further training and professional development 	<ul style="list-style-type: none"> • First Aid qualification
Knowledge, skills and experience	<ul style="list-style-type: none"> • Working with children and young people in a similar environment • General health appropriate to the duties of the post • Excellent communication skills and empathy with young people • Good organisational and administrative skills • To conduct yourself in a professional manner befitting to the position 	<ul style="list-style-type: none"> • Experience of working within an educational environment or with young people
Interpersonal and communication skills	<ul style="list-style-type: none"> • Friendly, positive disposition • Self-motivated, able to exercise initiative • Able to support others, working as part of a team • Excellent interpersonal skills 	
Additional requirements	<ul style="list-style-type: none"> • Able to display an awareness, understanding and commitment to the protection and safeguarding of children. • Commitment to maintaining confidentiality, discretions and tact at all times. • Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references 	