

## Resident Houseparent



"I REALLY ENJOYED MEETING NEW PEOPLE FROM DIFFERENT COUNTRIES AND THROUGH THIS I LEARNED ABOUT NEW CULTURES AND TRIED NEW FOOD. IT WAS GREAT LIVING WITH MY FRIENDS AT CLYDESDALE HOUSE."



"I REALLY LIKED THE FRIENDLY AND SUPPORTIVE ENVIROMENT; IT HELPED ME ADJUST TO LIVING IN A NEW COUNTRY. I HAVE MADE MANY NEW FRIENDS HERE. MANCHESTER IS A LIVELY CITY WITH UNDENIABLY UNIQUE AND BEAUTIFUL SCENERY."



Spring 2024

[www.abbeycolleges.co.uk](http://www.abbeycolleges.co.uk)

## ABOUT US

Abbey College Manchester was founded in 1990 and over the past thirty plus has become one of the leading providers of independent sixth form education in Greater Manchester. There are normally about 200-220 students in the college. Within this around 30% are from the Manchester area with the remainder coming from 40 different countries across Europe; Africa; Asia and the Americas.

We aim to:

- guide our students to achieve academic success and fulfil their aspirations
- respect and value each student providing a friendly, safe, supportive environment where students are happy and grow in confidence
- show a sensitive understanding of the challenges facing young people in the 21st Century by
- empowering students to make informed decisions and have the determination to achieve their goals
- prepare our students for university, their future careers and to make a positive contribution to the community.



We are a dynamic, exciting college, situated in the heart of Manchester providing high quality, flexible A Level, International Foundation and GCSE programmes. We have recently introduced two unique programmes to complement our offering; these being the Combined Studies Programme and the Academic Studies with Football, Tennis or Cycling Training Programme.



Our modern building provides an environment conducive to study and in our small classes each student can develop their individual aptitudes aided by a strong system of tutorial guidance.

Teaching and learning is rigorous, whilst being creative and responsive to individual need. Our enrichment activities include sport, voluntary work, charity events and many other opportunities led by the students and staff. We encourage students to raise their own expectations and standards to the highest possible level. Staff, students and families get to know each other well and enjoy working together.

At Abbey College Manchester we offer a unique alternative to the traditional school whilst maintaining a strong academic ethos. Everyone contributes, everyone is appreciated; our committed teachers love their subjects and seek to inspire their students, in their turn, to love learning and value the acquisition of knowledge.



## Boarding Accommodation



Abbey College Manchester has approximately 100 students living in our boarding accommodation. About 40 students reside with our homestay families and 60 live in our Senior Boarding House (Clydesdale House) which is a 10-minute walk from the main college building. Only students aged 16+ reside in this boarding house. The post holder would be taking responsibility for the students at Clydesdale House as described in the job description in conjunction with the Senior Houseparent and Boarding Staff teams. The students live in clusters on all floors at Clydesdale house which are accessed only by ACM students and boarding staff. This is an exciting residential role to move the college forward in developing a modern boarding offering that bridges the gap between sixth form and university. With a diverse range of students and nationalities, the role presents challenges and opportunities to innovate and develop the college offering. To that end, current and extensive experience of working in a boarding school(s) is desirable.

### Hours of work

This is a residential post and as such, you will be required to work both days and nights, weekdays and weekends.

The expected pattern is a rota of five nights on (and weekend days where the rota is at weekends) followed by four days and nights off depending on need. Boarding remains open during the three half terms and the Easter holiday. With the exception of the first and last weekends, the Christmas and Summer holidays are holidays for boarding staff who can remain in the residential accommodation should they so wish. The final week of the Summer holidays you will also be required to be in residence to help with the setting up of Clydesdale House. You will have a total of three extra

"occasional days" (24-hour periods) per academic year to take during the year, by agreement with the Senior Houseparent. If you start after September, this will be pro rata. The college calendar will be provided for clarity.

Under the Working Time Regulations 1998 (as amended), you are not permitted to work in excess of a 48 hour week (averaged over a reference period of 17 weeks) unless you sign to the effect that you are prepared to do so. By applying for this role and signing the Group Working Time Opt Out Letter you agree that this limit does not apply in your case. You agree that you may terminate this agreement by giving one term's written notice.



## JOB DESCRIPTION

**Reports to:** Senior Houseparent

**Location:** Clydesdale House

**Contract Type:** Full Time, Permanent

**Salary:** £22,308 plus rent-free accommodation within Clydesdale House, with all council tax, utilities and meals during term time included.

### Hours

Please see Boarding Accommodation on page 3.

### Holiday Entitlement

Christmas and Summer College Holidays.

### Description of the post:

The role is an important, supportive one, which requires flexibility and good communication with the Senior Houseparent and other boarding staff. The post holder must always behave in a responsible and appropriate manner for a person charged with the welfare and safety of students, and act as a role model. This is a residential role. Rent-free accommodation is provided within Clydesdale House, with all council tax, utilities and meals during term time included. The first responsibility of the Houseparent is to maintain the highest standards of Safeguarding and Child Protection for the students in Clydesdale House and promote student welfare as the core purpose of their role.

### Key responsibilities:

- Establish friendly, supportive relationships with students whilst maintaining authority
- Encourage students to always behave appropriately as civilised members of a boarding community, where differences are celebrated and respected by all
- Supervise and, as appropriate, direct and support boarding students in their work outside lessons
- Take responsibility for nighttime supervision as agreed with the Senior Houseparent
- Help organise and share in activities in the evenings/weekends and accompany trips and visits where appropriate
- Develop the community and ethos of Clydesdale House in line with the college ethos
- Spearhead the organisation of events and extra

study time at Clydesdale in the evenings

- Support and develop good study routine habits with senior boarders at Clydesdale by supporting post college study sessions
- Be the overnight Fire Officer for Abbey College Students in Clydesdale House
- Mentor students in Clydesdale House
- Ensure students are following a healthy lifestyle and are encouraged to eat College meals in the evening
- Prepare morning breakfast and encourage students to eat that and to collect their packed lunches
- Be available to students for discussion and report any concerns to the appropriate person(s)
- Keep clear written records, following college policies and procedures, relating to student welfare
- Attend boarding meetings with the Senior Houseparent and other boarding staff as appropriate
- Participate in training/professional development, as appropriate
- Be familiar with National Minimum Standards for Boarding Schools and other relevant documentation regarding the welfare and safety of boarders including, but not limited to latest legislation covering all safeguarding and child protection matters. Ensure all NMS and safeguarding is implemented.
- Be in residence 24 hours before the start of and at the end of each term (on a rota)
- Occasional assistance may be required with preparing evening meals

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the college evolve over time and their features vary from year to year.

### Key qualities

- To be able to follow the ethos of Abbey College Manchester Boarding that is in line with the college's philosophy
- Team player who can adapt to the college ethos and innovate whilst working within the existing and developing structures

## JOB DESCRIPTION

- Extensive current experience of working in a boarding school
- Experience of working with students 16-19+ age group
- Ability to help students across the ability range develop good study habits
- Experience of working with second language speakers and international students
- Ability to innovate and develop ideas appropriate to the setting
- Ability to work with young people and make a good relationship
- Ability to manage possible conflict
- High levels of organisation
- Honesty and integrity
- Be suitable to work with young people (DBS clearance)

### Equal Opportunities

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.

The selection processes:

Activity	Date
Deadline for receipt of applications	17th May
Shortlisting of candidates	w/c 20th May
Interview dates	w/c 20th May
Start date	1st September 2024

## EMPLOYEE BENEFITS



### Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

### Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

### Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1% however the default is 5% as we encourage employees to save for their future.

### Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

### Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

### Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

### Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

### Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

### Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

## YOUR APPLICATION

### How to Apply

Please submit your application form through [TES](#) to apply. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

### Interview Process

We will approach referees before interview for each shortlisted candidate for information to verify particular experience or qualifications.

The interview will be held in the college with a panel interview and a tour of the student accommodation.

### Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

### Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.

### Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate suitability to work with children.

## ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and

### OUR COLLEGES AT A GLANCE



#### Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular



#### DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



#### Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.