

Boarding Houseparent

(Residential or Live Out)





Boarding Houseparent

About RIC

Founded in 1984, Rochester Independent College in Kent is a day and boarding school offering a distinctive alternative to both traditional independent education and the highly selective grammar schools. RIC aims to give students an enjoyable and successful experience of schools in an international, creative and inclusive environment with small classes and high-quality teaching and pastoral care.

Overview of the Job

To support our boarders and participate in the running of the boarding houses in accordance with the National Minimum Standards for Boarding Schools. You will be a supervising proactive adult presence in the boarding house that is committed to ensuring the health and wellbeing of our boarding students and assist them in their daily lives, setting them up for success and supporting their academic achievements.

For candidates who bring a significant level of relevant experience to the college, there may be the opportunity to be considered for a Senior Houseparent position. This elevated role involves taking on additional responsibilities in the leadership and coordination of the boarding house, and a stipend is available to reflect the increased scope of this post.

Working Hours

To be discussed at interview but houseparents work 40 hours per week on a rota basis which includes evenings and weekends.

When boarders are in residence you will be expected to be available during boarding time, and provide overnight support to students in your house and community. Houseparents work on a rota system; however, it should be understood that this is a role that requires complete flexibility around the needs of the students. Houseparents may be required to work at times other than those published in the rota and/or during the school day.



The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).

Accommodation

Life as a Houseparent is centered around the vibrant community of our boarding houses. Depending on your role, the living arrangements are as follows:

Residential Houseparents:

You are required to live on-site in provided college accommodation for the better performance of your duties. This ensures a consistent presence and a "home away from home" environment for our students. This position is full-board during term time and at other times when the students are in residence.

Live-out Houseparents:

You will have access to a duty room should you be required to stay overnight on-site during your scheduled shifts. Meals are provided for this position when you are on duty during term time and at other times when the students are in residence.

Being a key part of the boarding team involves being present for the most important moments of the college year. All Houseparents are expected to be in residence throughout the academic term. This includes arriving at least 48 hours before the students return to prepare the space and staying 48 hours after the term concludes to help see them off safely.

The rhythm of the role begins mid August, where the team comes together for several key weeks to prepare the houses for the autumn term and assist with the excitement of new student recruitment.

To ensure a healthy and welcoming environment for everyone in our care, please note that the entire college site is a strictly non-smoking and non-vaping campus.

Reports to

You will be directly responsible to the Boarding Management team.



Training

The Houseparent will undertake all mandatory and role-specific training as required, including safeguarding, health and safety, and boarding compliance. All staff are expected to engage in continuous professional development through internal and external training, seminars and conferences.

General responsibilities include

As a member of the Boarding team, you will support the needs of students and contribute to the effective running of the College, working in line with the National Minimum Standards (NMS), College policies and the Staff Code of Conduct. You will maintain high standards of professionalism, reliability and appropriate boundaries at all times.

Daily Routines & Student Experience

- Deliver morning and evening routines (wake-ups, readiness, activities, bedtime), responding proactively to any concerns.
- Ensure attendance at registration, meals, study and activities
- Maintain consistent structure and a visible staff presence

Pastoral Care & Relationships

- Act as a key adult providing daily support and guidance
- Monitor student wellbeing and development
- Support independence and life skills
- Support students with medical needs following appropriate training, under the direction of the College Nurse.

Behaviour & Safeguarding

- Manage day-to-day behaviour in line with expectations
- Identify, record and report safeguarding concerns
- Maintain a safe, supervised environment
- Promote and safeguard student welfare at all times
- Maintain up-to-date safeguarding knowledge
- Act in the best interests of students and create a safe environment



Activities & Engagement

- Plan and support house activities and trips
- Promote participation and inclusion

Academic Support & Attendance

- Support engagement with study and academic routines
- Liaise with staff regarding student progress

Health, Safety & Compliance

- Follow health & safety and fire procedures
- Respond to incidents and emergencies appropriately
- Ensure compliance with College standards and NMS
- Maintain cleanliness and organisation of the house
- Complete room checks and report issues

Administration & Communication

- Maintain accurate records (attendance, behaviour, room checks)
- Contribute to handovers and team communication
- Attend meetings and support communication with families

Personal Specification

- Educated to at least degree level
- A minimum of one year's experience in a boarding environment
- Working knowledge of the national and local inspectorate requirements including NMS and any other relevant legislation (desirable)
- Experience of coordinating activities with a boarding environment and a BSA qualifications an advantage
- Being adaptable and showing good judgement, especially at critical moments.
- Possessing an even temper and a good sense of humour
- Demonstrating individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team
- Possessing excellent organisational skills and demonstrating attention to detail.
- Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained



- Develop good working relationships with colleagues, sharing knowledge and best practice.
- The ability to calmly manage difficult situations if they should arise
- Communicates clearly by getting the message across effectively, listening carefully and responding to feedback
- Represents Rochester Independent College professionally and adheres to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers

Salary & Additional Benefits

- £26,440 - £28,000 per annum FTE, depending on qualifications and experience.
- Stipend available for the additional responsibility of Senior Houseparent (if applicable).
- Annual holiday entitlement: 12 weeks (60 days) to be taken in the following pattern: the Christmas shutdown, 1 week (5 days) around the Easter period, 5 days off during the month of October, the month of February and the month of May and the remainder in the summer prior to A level results.

Please note that boarding remains open during half terms and the Easter break.

- Year round accommodation for Residential Houseparents, full board during term time and at other times when the students are in residence.
- A duty room will be available for Live-out Houseparents should an overnight stay on-site be required during scheduled shifts. Meals provided when on duty during term time and at other times when the students are in residence.
- Free access to 24/7 Employee Assistance Programme
- Auto enrolment into the SMART pension scheme
- College community social events and including theatre trips, quiz nights and parties
- Private healthcare
- Income protection after 24 months' service
- Access to company Cycle to Work scheme

Further Information

Dukes Education

Rochester Independent College is part of Dukes Education and offers a range of group wide professional development opportunities including subject groups, membership of The Dukes Hub and the Dukes Leadership in Education Programme. Several of our staff work group wide as subject champions. RIC was awarded Dukes Education Setting of the Year in 2025.



Safer Recruitment:

Rochester Independent College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Section 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Being You @ RIC:

Our students come from a diverse range of backgrounds and cultures and so do we. We want our staff to find a home at RIC and aim to give them the freedom to be themselves at work. We want our community to be an inclusive one where there are meaningful levels of representation across all parts of the College. A commitment to inclusivity is at the heart of RIC's development planning. All qualified applicants will receive consideration for employment at RIC.

Sustainability @ RIC

The successful candidate will demonstrate a commitment to acting sustainably and regeneratively in their role. This includes avoiding environmental harm wherever possible, mitigating any unavoidable impacts, and actively contributing to the restoration of nature. They will routinely consider both visible and less obvious environmental impacts when making decisions, supporting the College's progress towards its Net Zero Strategy.

Other Information

In order to facilitate your application the following information is included alongside this Job Description.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

The college reserves the right to interview and appoint a suitable candidate before the closing date of the advertised post.

Application Process

Applications must be made using the Rochester Independent College application form, which is available to download from the [RIC Vacancies](#) page of our website.



Completed applications must be sent to Caroline Dutton, HR & Compliance Director;
caroline.dutton@rochester-college.org.uk or by post to:

Caroline Dutton, Director of HR and Compliance
Rochester Independent College | 37 Star Hill | Rochester | Kent | ME1 1XF