



Job Description

Assistant House Parent

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aim of Post	To help provide for the safety, good discipline and pastoral well-being of all boarders in the house; to assist the House Parent in managing efficiently the staffing, organisation and resources of the House.
Main duties and responsibilities:	<p>Key tasks (in conjunction with the House Parent):</p> <ul style="list-style-type: none">• Together with the House Parent to provide leadership, setting clear guidelines as to supporting the students, ensuring the smooth running of the House and in the execution of duties.• Assist the House Parent in ensuring the National Minimum Standards are met and, where possible, surpassed.• To assist the House Parent and cover in his/her absence.• To ensure that any House Tutors, all parents and boarders are clear about the aims and objectives of boarding in the School, and the principles of community on which life in School is based.• To ensure that the individual boarders' circumstances, needs, strengths and requirements are identified and known, so that the individual opportunities, talents and potential are developed and maximised.

- To liaise with the House Parent with regard to the academic progress of boarders and ensure that he/she remains informed of any issues which may impinge upon academic progress.
- To be aware of the academic strengths and weaknesses of the boarders; to liaise with teachers to ensure that relevant factors are known and discussed; to assist the House Parent in ensuring that the conditions and supervision in evening prep and weekends are conducive to effective academic progress.
- To assist the House Parent in cultivating contacts and communication with parents, to ensure that they are fully conversant with their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.
- To undertake any administrative arrangements regarding start and end of terms and weekends away as required by the House Parent.
- To liaise, in conjunction with the House Parent, with the Nurse(s) and School doctors to ensure that students' medical requirements are properly catered for.
- To liaise with support staff (where appropriate) to ensure that boarders' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that boarders treat the belongings of others, and the fabric and furnishings of the house, with respect. To ensure that the fabric of the building is maintained and kept in good order with repairs to be communicated immediately to the maintenance team.
- To assist the House Parent in developing in the students a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as appropriate.
- To assist the House Parent, as required, in keeping suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required.
- To counsel the students, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to inform the House Parent of any matters that may require further action.

- To support and implement as necessary the School's disciplinary policy. Through encouragement and reward, and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the House and School; to inform the House Parent, Senior Leadership Team or Headmaster in any cases of poor discipline, severe bullying, drug abuse or sexual misconduct.
- To support the House Parent in the organisation of social activities and occasional cultural trips for the boarders.
- To perform any other key tasks which the Headmaster may reasonably assign.

Personal qualities required:

- A very good sense of humour;
- Excellent administrative skills
- Outstanding inter-personal skills;
- An ability to work very hard and with resilience;
- Stamina;
- Enthusiasm and dedication;
- Excellent communication skills with all constituents (staff, students, parents, local community);
- Flexibility and patience.

Duties:

- It is a requirement that while on duty, you will be in residence (including overnight), and on duty/in residence at the start and end of every term and half term (at least the night before the start and night after the end of each term as necessary/required)
- Weekend duties: these are shared with the House Parent, as agreed in advance

Remuneration and Contract

Staff accommodation is provided free of charge, including utilities. The liability for Council Tax is one third (the School pays the remainder). You (and your partner) may eat in school for all meals free of charge during term time and when the dining room is open during the holiday period.

The role is based on a two year fixed contract which will be reviewed at the end of that period and it may be renewed with mutual agreement. Please note that a review does not necessarily mean that the contract will be renewed.

Note: This job description is not a comprehensive definition of the post and the post holder will be expected to undertake other tasks commensurate with the duties and responsibilities of the post. The job description may be subject to amendment at any time after consultation with the post holder.