



Job title: Residential Assistant Houseparent (RAHP)

Reporting to: Houseparent (HP)

JOB PURPOSE

This is a live-in residential position where the post holder will be responsible for the safeguarding, welfare and security of students in conjunction with the Houseparent (HP) and House team.

The job may involve any or all of the following specifications. Above all, there is an expectation of a RAHP who is generous with their time and responsive to the needs of the students. The list is neither definitive nor exhaustive and the range of tasks will embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

The post requires someone who likes and understands young people and is able to demonstrate good sense. They should have good personal interactive skills with young people and their parents and guardians by being a good listener, flexible in outlook, reliable, warm and friendly in disposition, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job effectively.

The nature of the work requires physical fitness and a good level of stamina. It is understood that each House may have a slightly different structure for the job, depending upon the particular circumstances, strengths and skills of the individual post holders. The role will vary according to whether the RAHP works in a junior or senior House, usually working 4 out of 5 weekday afternoons with one full day off during the week. In addition, there are two evening duties, with accompanying overnights on call. Weekend commitments are approximately 2 out of 3 weekends, with some tutor support at various times over the weekend.

KEY TASKS AND RESPONSIBILITIES

The role of the RAHP can cover a variety of responsibilities, including:

- General residential support
- Acting as a tutor for a small group of students, providing them with individual guidance and support in both academic and pastoral areas
- Supporting teaching or coaching staff, for example in drama, music, sport, expeditions or another area of specialist interest and competence

General duties in the House will include

- Assisting the Houseparent in promoting the welfare and security of students and the smooth running of the House
- Working as part of the wider House team
- Residential and administrative work in the House
- Weekday supervision in House
- Weekend duties
- Morning and evening duties in the House
- Overnight supervision in the House as required
- Various boarding and school supervision duties as required
- Study supervision
- Assistance with the co-curricular programme
- Attendance at training and support meetings as required
- To maintain the medicine cabinet and medical records in accordance with Health Centre guidance
- To supervise and keep records of students taking medication. All prescribed medication should be administered to students on time according to the prescription timings
- Any other duties which may reasonably be required from time to time by the School

Working week

Residential Assistant Houseparents work 4 afternoons and 2 evenings per week. They also work 2 weekends out of 3. A weekend starts once school ends on Friday and ends on Monday morning. They have one weekday off each week which varies across houses based on the timetable of the Houseparent.

An example of a weekday routine

1155 - 1205	Handover from House Assistant to RAHP
1155 - 1700	RAHP on duty
1615 - 2130	Tutor on duty plus RAHP or HP in House (HP x2 and RAHP x2 evenings)
2130 - 2300	RAHP or HP on duty (HP x2 and RAHP x2 weekday nights)
2300 - 0700	RAHP or HP on overnight call (HP x2 and RAHP x2 weekday nights)

Friday evening and the weekend is staffed by the RAHP or HP on duty for that weekend with some tutor support at various times over the weekend.

In addition to the responsibilities outlined above

It is important that the post holder is always aware of the School's Safeguarding guidelines and Staff Prudence code, observing an appropriate professional relationship with students that is characterised by effective working and caring relationships.

- Undertake any other task which may be reasonably required by the Deputy School Director to assist in the smooth running of the team.
- Understand and implement all school policies and procedures, particularly those relating to safeguarding children and young people.

- Understand the School's Guiding Principles and uphold the ethos of the School at all times.

Aiglon is committed to safeguarding and promoting the welfare of children. All shortlisted applicants will undergo child protection screening appropriate to the post.

ALP/February 2026