

JOB DESCRIPTION

Job Title:	House Parent
Department:	Boarding
Responsible to:	Head of Boarding
Purpose of the job:	As part of the Pastoral & Boarding team the purpose of the role of the House Parent is to provide a safe, caring boarding environment that enriches the lives of the students in the care of the college. Under the direction of the Head of Boarding, to act “in loco parentis” for the students and to provide all boarders with the best possible experience of a boarding education by ensuring a challenging and supportive environment: a home from home for boarders.

Care, Welfare and Development of Boarders Duties:

- Know each student personally and be concerned for their development – academic, social and personal welfare
- Develop, in the students, a sense of collective responsibility and sensitivity to the difficulties and needs, of others, and to encourage such support and help for each other as is appropriate.
- Ensure that students abide by the school timings and leave in the morning in time for lessons and are in the house at curfew, and any other time required.
- Be part of an effective boarding team, working under the direction of the Head of Boarding /Head of Pastoral, to maintain the highest possible standards of care and support to all CSFC students including correctly following all policies
- Ensure that policy and procedures are understood and followed regarding the care of ill students, dealing with emergencies of any kind.
- Liaise with relevant members of staff, including Head of Houses, other college staff and out of hours safeguarding contacts, regarding academic and pastoral welfare.
- Ensure that younger students supervised and cared for more closely than sixth formers.

Records, Duties and Tasks:

- Ensure that residence rules are followed, in accordance with the student and boarding handbook, notices and residential student induction information and to act appropriately, recording the misdemeanour and action taken
- Ensuring leave Requests are completed an authorised correctly, including permissions to stay away with guardian or parents
- Ensuring that the ‘handover’ log, discipline, medication, sanctions and other centralised records are kept up to date
- Maintaining records of all communications/contacts with parents and guardians
- Take part in appraisals and probationary meetings as directed
- Writing student reports regarding their experience and behaviour in boarding
- To monitor guests to the residence for both students and staff, making sure all guests comply with boarding house regulations.
- To participate in regular meetings with the pastoral and boarding team
- Organising, involvement and support of a full, varied programme of extra-curricular activities so that pupils are adequately occupied in their free-time

- To comply with all health and safety procedures and policy as required by the College
- Sign a service agreement which specifies the College's expectations of staff conduct within the boarding house
- Other duties will include registration, room checks, laundry, monitoring evening snacks and assisting with student arrivals and departures
- Undertake any other related tasks as may reasonably be requested by the Head of Boarding or Senior Staff.
- Comply with all health and safety procedures as required by the college on all sites, particularly to ensure all fire evacuation requirements are met.

Safeguarding Responsibilities

- Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies. Due to this, all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSL. Your safeguarding responsibilities mean that you will need to:
 - ❖ Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure.
 - ❖ Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team.
 - ❖ Be willing to undertake additional safeguarding training to enhance professional development.

Person Specification:

- To have a working knowledge of the national and local inspectorate requirements including NMS and CIW
- Being adaptable and showing good judgement. Demonstrating individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team
- Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained
- Developing good working relationships with colleagues, and sharing knowledge and best practice
- The ability to manage difficult situations if they should arise
- Communicates clearly by getting the message across effectively, listening carefully and responding to feedback
- Represents CSFC professionally and adheres to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers.

Terms & Conditions

1. Remuneration: £18,000 to £22,000 depending on experience
Accommodation is available but not required. If residential then council tax, water rates and utility bills will be paid by the College, except for personal telephone calls. Meals will be available in the College during term time. If non-residential then you may be required to sleep in the boarding house overnight as dictated by the rota.
2. Working Hours: As a member of the boarding team the working hours are before and after the school day, and at weekends. You can expect to have one night off during each week (Monday – Thursday) and to have a weekend rota with one weekend off in three. Boarding staff may be asked to work more than 48 hours a week and will be asked to sign a Working Time Agreement accordingly.
3. Holiday entitlement: 50 days (excluding bank holidays) to be predominantly taken during college holidays
4. Notice period: 1 term
5. Probationary period: 6 months reviewable at discretion of CSFC
6. Pension: Inclusion in the Cardiff Sixth Form Pension Plan
7. Training: Commitment to ongoing training for safeguarding, health and safety, food hygiene and relevant boarding specific training courses

Cardiff Sixth Form College is an equal opportunities employer and is caring and reasonable in its approach to all staff.