



**theHammond**

**Learn • Perform • Aspire**

Houseparent



Thank you for your interest in this key role as The Hammond continues to build upon its powerful and prestigious history.

This is an exciting time to join The Hammond as it further develops the plethora of courses offered to students from GCSE and A Level study, expert dance, and musical theatre training as part of the Trinity Diploma, specialised Theatre Arts training, to the rigour of our Musical Theatre Performance degree in collaboration with the University of Chester.

Alongside our small class sizes, excellent results, and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, supportive, and nurturing ethos, encouraged by excellent staff and student relations and a highly supportive parent body.

The Hammond is the North West's leading provider of performing arts education and the UK's oldest vocational dance school. Hammond students are encouraged and trained to be curious, independent, resilient young people who develop leadership skills, potential and talent to compete at the highest level. The Hammond offers a full and exciting curriculum alongside outstanding vocational training for students aged 11 – 19; beyond this The Hammond offers a Bachelor of Arts degree course in Musical Theatre Performance to prepare students for the musical theatre industry at a professional level.

The Hammond is a boarding and day school that prides itself on strong pastoral care; nurturing, guiding, and inspiring every student to be the best possible version of themselves. Here at The Hammond, we are passionate about providing the best possible vocational training in dance, drama, acting and music, alongside an enriching academic curriculum.

We offer a stimulating and challenging creative environment in which we actively encourage young people to adopt lifelong learning skills that will enable them to flourish and thrive in their chosen discipline. We recognise and value achievement; Hammond alumni can be seen performing and teaching in the West End, Broadway, motion pictures, national tours, and teaching across the globe. Housed in the historic Hoole Bank House and surrounded by beautifully landscaped grounds, our campus comprises several performing arts centres with a 420-seat industry-standard theatre and 19 state-of-the-art dance and music studios, including a professional recording suite.

Situated on the outskirts of Chester, The Hammond is located within an hour of Manchester and Liverpool international airports and is two hours from London by train. At The Hammond, young people are fully supported to explore and reach their potential, whilst recognising the importance of cooperation, acceptance, and friendship.

I hope the information provided gives you a sense of what to expect at The Hammond and encourages you to want to be part of our vibrant community.

**Jennifer Roscoe MA (Oxon)**  
Principal



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### Job Description

- To provide support to boarding by sharing responsibility for the efficient day-to-day running of all aspects of boarding, in consultation with the Senior Houseparent and/or Head of Boarding.
- To liaise with the school's medical staff to ensure the correct care and welfare of the pupils. (Basic first aid training is provided unless a qualification is already held).
- To care for all pupils, and to be sympathetic, caring, responsible and patient understanding of the age group.
- The Houseparent is an integral member of a team of house staff, supporting boarding in creating a cohesive and harmonious team, helping to leading that team in the Senior Houseparent's absence and assisting with a range of house duties or leading them in consultation.

### Duties and Presence:

- Help to maintain a welcoming, tidy and homely atmosphere.
- Monitor behaviour and deal appropriately with any disciplinary issues.
- Uphold standards of dress, general appearance and personal hygiene.
- Ensure that there is an appropriate working atmosphere during prep.
- Maintain an orderly bedtime routine.
- Ensure the pupils are up in time for breakfast, registered and ready for the school day.
- Deal with emergencies of any kind, including escorting pupils to medical appointments where required.
- Assist with the completion of reports.
- Help to maintain pastoral records of pupils and other relevant administrative house tasks.
- Be 'ever present' and a visible presence by regularly moving about all areas of the house.
- Be available to the pupils in the house for both formal and informal contact, maintaining appropriate boundaries at all times.
- To be residential in the boarding house. The Houseparent has two weekdays off per week.
- Cover additional duties as required such as the supervision of meals, prep, extra— curricular activities and special occasions, maintaining punctuality.
- Regular contact and foster good relationships with parents.



- Share responsibility for all aspects of safety as directly related to the boarding house, including assisting with the completion of annual risk assessments.

**Extraneous Duties:**

The undertaking of any reasonable additional duties at the request of the Head of Boarding, Principal

**Other Requirements:**

Full, clean driving licence is desirable.

**Whole School**

- To support the senior leadership team in implementing the ethos and wider philosophy of the school.
- To ensure health and safety procedures and safeguards are always observed.
- To attend meetings, INSET, Open Days, and other events.
- To promote goodwill and foster good relationships with parents and other members of staff to ensure the smooth running of day-to-day activities.
- To be punctual, presentable, and positive.



## Person Specification

### Essential

Experience of working with children and an understanding of the needs of young people. Clear commitment to implementing whole school/staff policies relating to the safeguarding of children.

A sound understanding of child protection and the National Minimum Standards for Boarding (training will be given).

Proven strong communication skills with both adults and young people.

A high degree of confidentiality and punctuality.

Genuine enthusiasm and the ability to work well within a wider team, maintaining effective working relationships.

An ability to support a manager yet step into that role when required.

Good organisational and problem-solving skills.

An ability to remain calm under pressure.

High levels of motivation, patience, diplomacy and creativity.

A sense of humour.

### Desirable

Previous experience in other boarding or residential environments working with young people.

First Aid qualification.

A BSA qualification or an interest in obtaining one.

Full clean driver's licence and the ability to drive a minibus or the willingness to learn.

This job description provides a guide to, and general description of the duties and responsibilities of the Residential Houseparent. It is not intended to be wholly definitive; In this respect, the Houseparent will be expected to undertake any other related tasks as may reasonably be requested by the Head of Boarding, your line manager or any other member of the Leadership Team.

There is an expectation that when a Senior Houseparent is absent, any Houseparent on duty is expected to continue the smooth running of the House according to the Senior Houseparents' instructions.

This job description is written at a specific time and is subject to change as the demands of the School and the role develops.

The role requires flexibility and adaptability and employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

Any request will correspond with the general character of the post and are commensurate with the level of responsibility.



*The Hammond is committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS). The Hammond is an equal opportunities employer.*