

Job Description

Houseparent

with potential for further responsibility in boarding for the right candidate

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.

Pastoral Team

Post:	Houseparent
Salary:	£27,900 per annum plus accommodation
Contract:	Permanent
Reporting to:	Head of Upper School Boarding,
Working closely with:	Vice Principal – Student Support, Deputy Houseparent's and other boarding team colleagues, Health and Wellbeing staff, facilities and domestic staff and relevant Artistic and Academic tutors.

Purpose of the job:

The Houseparent will assist the Head of Upper School Boarding and other colleagues in the boarding environment to look after students who reside at Elmhurst Ballet School ensuring excellent standards of pastoral care and the welfare of students.

The Houseparent will provide a caring, safe and positive environment for the young people in their care, working with the academic, artistic and pastoral teams supporting the wellbeing of all students in House. The Houseparent will be responsible for managing the Deputy Houseparent and resources in House.

As this role has boarding responsibilities attached, it comes with furnished accommodation that is available for use all year round. Please note, due to the nature and size of the accommodation provided, we are unable to accommodate families or pets.

CORE VALUES

CARING

INCLUSIVE

INSPIRING

DYNAMIC

COURAGEOUS

PROUD

Accountabilities:

Main Duties

Have a good understanding and working knowledge of the National Minimum Standards for Boarding Schools in order to fulfil their requirements.

Work as part of a dedicated team to ensure high standards of pastoral care.

Supervise the Deputy Houseparent including clear roles and responsibilities, and carry out annual Performance Development Reviews (PDR's), the induction and probationary processes.

Ensure that the presentation and upkeep of the House is of a high standard. Reporting any faults and damages in a timely manner and nurturing positive working relations with the facilities and domestic staff.

Ensure that all stakeholders understand the aims and objectives of boarding in House, and the principles on which the School's community life is based. This should include writing annual house action plans, newsletters to parents and attending any required meetings. Taking an active role in disseminating information, co-ordinating activities and discussing student welfare and progress as appropriate.

Ensure that the personalised needs of each student are identified and communicated to appropriate staff, thus ensuring that student talent and potential are developed and maximised.

Work with the Boarding team to ensure the safety and security (including emotional) of all students at all times.

To implement a set of 'House rules' and guidelines designed to safeguard as far as possible the privacy, independence, dignity and rights of each student in line with school policy and minimum boarding standards.

Respond to any medical or pastoral emergency as may arise. This will take precedence over other responsibilities.

Liaise with the school's Health and Wellbeing team to ensure that students' medical requirements are properly catered for; and students are encouraged to adopt a healthy lifestyle.

Keep appropriate house records to include; house funds, student handover, safeguarding, accident reporting and administration of medicines.

Organise and plan a range of social functions and activities for students both within the House and the wider School.

Chaperone students for off-site activities, rehearsals, and performances and medical appointments when required.

Oversee the progress and development of the students in your care across all faculties, liaising closely with Progress Leaders and Ballet tutors.

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Build strong, positive relationships with student's parents/guardians ensuring regular exchanges of information and reporting as appropriate any issues or concerns that may come to light. This will include face to face and online meetings, phone calls and emails.

Have a good working knowledge of and ability to follow and promote the School's policies and procedures including The Family of Safeguarding documents.

Promote 'The Elmhurst Way'. Support the students in understanding the School's Disciplinary Policy.

Always follow Elmhurst's Code of Professional Expectations and Practice.

Ensure that health and safety procedures are observed in your designated areas.

Undergo regular statutory training as well other as role-specific training such as Child Protection, First Aid and Fire Awareness

Any other duties as may reasonably be required and that fall within the scope and range of the job.

General:

Adhere to and work within Elmhurst School practices (The Elmhurst Way) and policies including those relating to Equal Opportunities.

To be prepared to carry out any new task the Head of Upper School Boarding or Vice Principal – Student Support may request after review, consultation and mutual agreement.

This job description is subject to change at the discretion of the Principal.

Responsible for:

Deputy Houseparent, both resident and non-resident (if applicable) members of the House.

Responsible to:

Head of Upper School Boarding, thereafter the Vice Principal – Student Support.

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Person Specification:			
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			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good general education appropriate to the post.	Relevant childcare qualification	Certificates
Knowledge & Experience	Evidence of a good working knowledge of the National Minimum Boarding Standards. Boarding school experience and understanding the needs of children in a boarding environment. Evidence and experience of responding positively to change. Knowledge of Safeguarding Children Policy and requirements. Able to demonstrate a clear understanding of the unique challenges faced by young people in vocational education	Boarding School Association (BSA) certificate First Aid Certificate Hold a clean UK driving licence. Experience of working in a complex environment. Knowledge of dance training or understanding of an intensive and specialised training environment.	Application Form Interview Professional references
Skills	Evidence of clear focused communication & active listening skills. Command of English Language for record keeping. Good ICT skills. Pragmatic approach to problem solving. Ability to build personal relationships – able to support students and command their respect, providing a good role model.	Highly organised	Application Form Interview Professional references
Innovation	Demonstrate the ability to be proactive and bring forward ideas to improve working methods and activities to support the students and ethos of the school. Adaptable and flexible approach to work.	Evidence of introducing new working methodologies leading to measurable outcomes and improvements for young people.	Application Form Interview Professional references
Personal competencies and qualities	High level of personal integrity Methodical Well presented & personable Genuine enthusiasm and the ability to work well within a wider staff team. Approachable.		Application Form Interview Professional references

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	Embodying the ethos and vision of the House Ability to motivate & persuade Assertive Sensitive Confident Able to remain calm and professional at all times		
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CORE VALUES



EQUAL OPPORTUNITIES POLICY STATEMENT

Elmhurst Ballet School serves a diverse body of young people from different communities, backgrounds and experiences, brought together by their love and commitment to dance, their talent and their work ethic. It is a core value of this school that dance is for everyone. In the same way, we deeply recognise the importance of a diverse staff, which enriches our school with different experiences, ideas and ways of thinking. We uphold that sense of belonging is a key part of wellbeing and believe also that a diverse staff increases a sense of belonging for our diverse student body.

We welcome applications from people of all backgrounds, ages, race, genders, sex, sexual orientation, family circumstances, and from all faiths or none. If you share our core values – caring, inclusive, inspiring, dynamic, courageous and proud – and you have the relevant experience and skills listed in our person specification – we want to hear from you! There is always more work to be done to make our school and workplace – and the wider world we all live in – more inclusive and more kind. We hope you can be part of this endeavour and that your own voice, experience and actions will build our knowledge even further.

We aim to ensure that all people with whom we work are valued for their contribution and are given the opportunity to realise their full potential within the organisation. Elmhurst School believes that following a policy of equality of opportunity will benefit not only the individual but will also benefit and enrich the whole organisation.

DISCLOSURE & BARRING SCHEME

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Scheme as part of our pre-employment checks.

ADDITIONAL INFORMATION

The job holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above are provisional. Further details may be supplied when the person is appointed. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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