

## BOARDING HOUSE PARENT JOB DESCRIPTION

<b>Job Title :</b>	Boarding House Parent
<b>Line Manager:</b>	House Master or House Mistress

### Purpose of Job

The House Parent (a role often referred to as Matron in UK schools) is a key member of the boarding team, supporting the delivery of pastoral care to the school's 140 boarders. The role requires an approachable, positive and warm person who is available to all boarders without discrimination or favouritism and who can work well with a range of colleagues. Working as part of a team of residential staff, the post holder will be responsible for assisting in the managing of one of our three boarding houses. The boarding houses are lavishly appointed and are named after boarding houses at Harrow, London. The post is a residential non-teaching role.

### Duties and Responsibilities

#### General Responsibilities

Report to the House Master or Mistress and provide pastoral care for, and supervision of, pupils in the house

#### Pastoral

- Provide pastoral care of pupils, attend care meetings where required and support pupils' emotional, cultural and intellectual development
- Support pupils as they settle into school life
- Adhere to the principles of discretion, confidentiality and appropriate information sharing
- Organise and attend social activities for pupils such as games evenings, birthday parties, talent nights etc.
- Be a strong and visible presence in the boarding house communal areas during nominated hours of duty
- Assist in maintaining high standards of behaviour, discipline, manners and courtesy
- Support, promote and implement house policies and procedures

#### General Administration

- Establish close relationships and good communication with all parents including the production of regular news items to promote and celebrate boarding within the wider community
- Maintain detailed student records with particular attention to confidentiality, privacy and sensitivity
- Attend staff meetings as required
- Liaise with the school regarding relevant information about boarders
- Keep any necessary facilities records up to date and organised
- Oversee the work of the domestic staff
- Assist with the organisation, planning and execution of a range of off-site trips

#### Health and Safety

- Keep boarders healthy and safe, in line with school policies
- Keep parents informed about their children's health, safety and well-being
- Support the administration of first aid and medicines to boarders by the nursing staff
- Maintain close liaison with the medical centre staff at all times concerning pupils, medical protocols and provision
- Ensure hygiene and cleanliness of boarders (including appearance and uniform) are maintained
- Contribute to a programme of continual risk assessment within the boarding house

*Harrow International School Bangkok is committed to the safety and protection of children.  
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*

- Be familiar with the school's health, safety and security policies and procedures

#### **Safeguarding & Child Protection**

- Be subject to an enhanced Disclosure and Barring Services check (or police check) from current country of residence and home country if different
- Comply with the Harrow Bangkok Code of Conduct
- Be thoroughly familiar with the school policies on safeguarding and other areas of professional practice
- Complete Level One Child Protection Training once appointed, progressing to Level Two in due course
- Be responsible for confidential information and documentation and ensure this sensitive material is handled appropriately and accurately

#### **Facilities**

- Liaise with domestic staff concerning laundry and cleaning services
- Ensure necessary preparations are in place for the start and end of terms
- Help report and monitor maintenance and repairs in the house

#### **Transport**

- Coordinate transportation arrangements with the Boarding Administrator
- Accompany pupils to medical and dental appointments and call for emergency treatment, if required
- Help coordinate airport pick-ups and drop-offs

#### **Professional Development**

- Participate in the school's programme of performance management and continuing professional development, including annual safeguarding training

#### **Additional Responsibilities**

- Undertake other duties and responsibilities as the House Master may reasonably require
- Promote and support the boarding and whole school objectives of Harrow Bangkok at all times
- Promote and support boarding and day school events and activities

#### **Required Qualifications, Knowledge, Skills and Personal Qualities**

- Educated to degree level
- A positive and solution-focused attitude to working life
- Able to establish a healthy rapport with pupils, staff, parents and carers
- A high level of professionalism and consideration of the well-being of children
- Able to work effectively and harmoniously as part of an energetic, cohesive and hardworking team
- Strong organisation, writing and IT skills
- Recent and consistent involvement in extracurricular activities
- Respect for all members of the school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in the UK) and no question regarding suitability to work with children

## **HOUSE PARENT SPECIFICATION**

### **Person Specification**

- Flexible, conscientious, positive and solution-focused
- Establish a healthy rapport with pupils, staff, parents and careers
- Work effectively and harmoniously as part of an energetic, cohesive and hardworking team
- Respect, understand and appreciate diversity of culture, nationality, race and gender
- Conduct oneself professionally and in a calm and patient manner
- Have strong organisation, writing and IT skills
- Be educated to degree level

### **Job Specification**

#### **Benefits**

- Competitive salary
- Free, fully furnished accommodation
- All utility bills paid
- Television subscription
- Mobile phone bills for work-related business
- All meals provided free of charge during term time
- Health insurance
- Use of the school facilities including swimming pool, tennis courts and fitness suite

#### **Hours of Work**

- The working week starts on Sunday evening when weekly boarders return and ends on Friday evening when they depart. The working day starts with breakfast duty. In the afternoon, when the boarders return from day school, the post holder will settle and supervise the students through dinner and prep time until bedtime routines begin and lights go out.
- The post holder will have one day off during the week; this equates to approximately 39 hours per week. The House Parent will be expected to be on duty one weekend in three for full-time boarders. Additionally, the post holder will occasionally need to help cover a colleague or supervise boarders during school closure days or when students are on examination leave.

#### **On Duty and in Residence**

- Whilst on duty the post holder is required to have a visible and active presence within the communal areas of the community. There is an expectation that during term time the post holder will be 'normally resident' on the boarding village.

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## Holidays

- School holidays can usually be taken in their entirety except for the requirement to work for a maximum of 3 working days before the start of each term and 3 working days after the end of term.