



*School House & Ashby School are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## **JOB DESCRIPTION FOR THE ROLE OF HOUSEPARENT (PART TIME)**

Responsible to: Director of Boarding/ Duty Leader

Duty per week: 2 full days and nights/sleepover per week

Shift Pattern: 9.00am Sunday morning to 10.00am Tuesday morning

Grade: 10, Points (28 – 31)

### **PURPOSE:**

- The generic role of Houseparent is taken by all those with pastoral responsibility in School House. There will be those with additional management responsibility but the generic job description for Houseparent must underpin all other work completed by every member of staff with pastoral responsibility. It is the core and central activity of any pastoral member of staff.
- To act responsibly in the supervision, care and instruction of resident boarders.
- To attend to the necessary administration, documentation, risk assessments and reporting required by those in pastoral supervision.
- To maintain the fabric and security of School House with particular regard to Health and Safety issues, the maintenance of fire regulations and the security and safety of boarders in residence.
- To have oversight of the educational performance of boys in residence, assisting with homework in prep sessions, acting as liaison with teachers and other departments in all schools, attending parents evenings and finding resources and appropriate educational support as necessary.
- To be part of an effective working team overseen by a Team Leader, sharing responsibility for the good running of School House and taking a full and active part in all aspects of its daily life.
- To be available for any other duties as might reasonably be requested by the Deputy/Director of Boarding or Duty Team Leader.

### **RESPONSIBILITIES:**

1. **Supervision, care and instruction of resident boarders (working with other Houseparents):**
  - To be responsible for and have knowledge of the whereabouts of each boy resident at School House throughout the day.
  - To be responsible for waking boys, supervising their morning duties and their preparation for the school day.
  - To be responsible for ensuring each boy tends to his own living environment, keeping it tidy and orderly.
  - Oversee boys' departure to school in the morning and lunchtime and to receive boys at home time and at any other authorised times.
  - Supervise boys at all meal times.
  - With the assistance of the Medical Supervisor assist with the care of boys who require medical assistance. To liaise with the Health Centre, Dental Surgeries, Hospitals and take students to appointments where necessary.

- Supervise extra-curricular activities, to include sport, swimming, cinema trips, theatre trips, bowling etc. To take an active role in ensuring that boys have a full, stimulating and regular programme of activities.
- To prepare and supervise prep each evening for all boys and offer assistance and support to boys experiencing difficulties. Where necessary offer additional assistance outside of prep hours (particularly exam revision periods).
- To supervise the household during periods of study leave, in effect holding prep sessions during morning and afternoon.
- Supervise bed-time routine.
- Act in a parental role; as a disciplinarian; an intermediary for boy's disputes; deal with incidents; ensure order in the prep room and at meal times; act as a confidant and also a spokesperson. Ensure individual attention to boys is forthcoming, especially dealing with homesickness or family issues.
- To be prepared to address problems boys might have in the hours of rest, such as being taken ill. Housemasters should familiarise themselves with current medical notes prepared by the Medical Supervisor, specifically with regard to current illness, medicines, allergies and treatment. Knowledge of these to be regularly checked at the beginning of each shift.
- To instruct and communicate with boys regularly on the day's issues, forthcoming events, reminders and matters relating to School and School House etc.
- Receive and/or send home boys at holiday periods and exeat weekends and be fully aware of their travel and accommodation arrangements.
- To be fully resident and situated in School House or its immediate environs during the full period of duty unless specifically instructed otherwise by the Deputy/Director of Boarding or Team Leader.
- To make themselves available to boarders requesting private interviews at such times as practically possible.
- To liaise effectively and fully with the Team Leader or Deputy/Director of Boarding over any problems, concerns or issues arising.
- Communication of situations and issues arising must be maintained in both written (if necessary) and verbal form and, in particular, constant updating of situations between Houseparents sharing a shift and indeed in the completing of shift handover details.
- To encourage a culture of learning, creativity and development in the boarding residence and support the ethos of the school.
- To ensure that individual circumstances, needs, strengths and the areas of development of each boarder are identified and known by staff, so that their individual opportunities, talents and potential are developed and maximised.
- To pay particular attention, as a mentor to individual boarders, as assigned by the Director of Boarding. To ensure that their academic and social needs are monitored and to ensure that individual boarder's needs are met. To keep comprehensive notes relating to individual boarders to ensure that an historical progress can be monitored and to ensure that each child/young person has their individual needs met.

## **2. Administration**

- To be completely familiar with all standards, regulations and rules governing the pastoral supervision of boys resident in School House (Ofsted/Fire/Health & Safety/Child Protection/LA/National Minimum Standards, School and School House Policies & Risk Assessments).
- To ensure that boarding and school policies are consistently adhered to by all boarding staff and students.

- To be completely familiar with the code of sanction and reward operating in School House and the proper means of recording any such sanction/reward given, in writing.
- To assist in preparing information for termly reports to parents. To write up notes from parents evenings and individual meetings with teachers. Storing them securely and passing these on to the Director of Boarding.
- To attend class observations for individual students, and to ensure that a report is completed which is fed back to the individual child, to support their progress and to ensure that the Director of Boarding is fully aware of the needs of the student.
- To regularly attend meetings for changeover duty (this will occur at the beginning and end of each shift) to discuss the week's issues, devise plan for next week and discuss problems and solutions.
- To be responsible for answering any necessary correspondence, where appropriate. To reply and write letters to teachers, sick notes, write up medical notes and to deal with administration for any incidents, which need writing up. Receive and answer telephone calls/enquiries from parents, schools, services etc. To leave comprehensive messages for other members of staff in their absence.
- To regularly monitor e-mails and to respond in a timely and appropriate manner.
- To attend where appropriate meetings with parents, schools, visitors, services and with other members of staff to liaise on important issues.
- To use every opportunity to cultivate contacts and communicate effectively with parents.
- To disseminate all relevant information relating to child welfare to the Director of Boarding to ensure all incidents and problems are brought to the attention of those who need to know.
- In conjunction with other staff, prepare and plan all areas of forthcoming programmes devised for boys noting special events in diary and ensuring compliance to Health & Safety and other policies and completing necessary Risk Assessments.
- Prepare handover reports, being fully acquainted with all incidents, issues and concerns in the handover document. Complete necessary reports for fire and safety audits daily. Write up notes on individual boys where necessary for files and incident books.
- To pass on relevant information to the appropriate Houseparent who oversees, documents and checks arrangements made by parents and boarders in residence for exeat, half-term, end of term and weekend visits away, notifying Director of Boarding of any unacceptable/dangerous or unclear arrangements immediately.
- To fully understand and work in accordance with the guidelines set out by the Director of Boarding, including the policies of School House and other legislation.
- To ensure there is an appropriate level and culture of confidentiality within the House and between the staff, working closely with Director of Boarding, and Senior Lead Team at School.

### **3. Property Maintenance & Security**

- Ensure School House is opened up in the mornings and door alarms are turned off in preparation for visitors, domestic and administrative staff arrival.
- To ensure that School House remains secure with all doors closed and security pads operative at all times. To ensure that boarders and staff are implementing security measures that have been put into place.
- Ensure School House is locked up in the evenings and door alarms are turned on once boys are sleeping, following guidelines set out by the Director of Boarding. Ensure fire and safety guidelines are also carried out and in particular dormitories are tidy to ensure evacuation procedures are not impeded.
- Ensure emergency phones are working, torches and boarder's lists are ready in the event of an emergency. Ensure all corridor telephones are working as a means of contact in the event of an emergency.

- Inspect daily and at regular intervals the dormitories and other areas of School House (internal and external), checking on good standard of cleanliness and safety issues. Deal with such matters as are required and/or report any maintenance issues.
- To ensure that there are appropriate operational systems in place to keep the house tidy - ie where domestic staff have left for the evening.
- Check School House for maintenance and safety issues and note these for Director of Boarding via written instruction.
- To record and pass on to Director any concerns voiced by domestic/catering staff concerning issues of maintenance or security and ensure that maintenance personnel or services are contacted to rectify the situation.
- Regularly patrol dormitories at night to ensure lights out and boys have not turned on electrical equipment again.
- To regularly check computer room during the day to ensure good practice from the boys and to monitor those boys requiring access to dorms during the day.
- To receive guests appropriately and with the safety of the household in mind. To escort guests throughout the household and to ensure guests have no access to dormitory accommodation, unless there is an express need to be in these areas. To also ensure guests are received in a welcoming and accommodating manner.

#### **4. General:**

- To be prepared to occasionally stand in for other staff members in times of absence or increased work load.
- As part of all Houseparent's contracts the entire pastoral team will be present at the start of term for induction day and take a full part in all necessary induction practices and to ensure that the household is fully prepared for the start of each new academic year. Other important diary dates will also be attended such as the annual Christmas party and other important functions.
- To work within professional boundaries with children and young people and to communicate effectively whilst in the vicinity of children.
- School House & Ashby School are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- To attend appropriate training sessions for the purposes of maintaining quality, safe practice in the boarding environment, to understand the needs and legal obligations of boarding schools, and for potentially developing new working practices. To appreciate that these training sessions may need to take place on rare occasion out of term time or duty time.
- To oblige where possible with any other duties as might reasonably be requested by the Director of Boarding.
- To communicate effectively and appropriately with other members of staff, visiting guests and boy's in residence.
- To help promote the ethos of Ashby School and School House wherever possible.
- By negotiation, to be prepared to carry out duties for occasional Summer School programmes.
- To be prepared to wear smart office attire and be well presented at all times.
- To make use of all resources available in an appropriate and effective manner and understand the importance of cost and time management.