

## Senior Houseparent (Maternity Cover)

### Job Description

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Job Title
Senior Houseparent
Salary
£25,428 per annum
Responsible to
Director of Boarding
Hours
43.5 hours per week, Term time only plus 1 additional week (36 working weeks) Fixed term contract to cover maternity leave until 17 <sup>th</sup> July 2024 or until the postholders return, whichever is earlier.

Job Purpose
To lead the residential team responsible for the welfare and pastoral care of male and female boarders resident in the boarding house.

Main responsibilities and duties
<ul style="list-style-type: none"> <li>• Contribute to the Senior Boarding Team responsibility for delivering the National Minimum Standards and the development of Boarding in the school.</li> <li>• Provide appropriate pastoral support for those in their care and ensure appropriate care is provided to meet the needs of the individual.</li> <li>• Ensure the comprehensive and timely completion of necessary documents (eg. Intervention plans, Student Risk Assessments, Dormitory Risk Assessments and House Risk Assessments).</li> <li>• Organise the basic routines of the house with assistance from other staff and boarding prefects.</li> <li>• Guide the social and academic development of the boarders resident in the house.</li> <li>• Co-ordinate, monitor and implement boarders' activities with other staff, including sport, Duke of Edinburgh scheme and other events.</li> <li>• Supervise tea on duty days.</li> <li>• Undertake wake-up and bedtime routines of the boarders resident in the house on duty days.</li> <li>• Supervise breakfast once per week.</li> <li>• Monitor boarders' effective use of After School Learning (ASL) time.</li> <li>• On duty days ensure 6th form boarders resident in the house undertake their ASL.</li> <li>• On duty days distribute pocket money keeping accurate records of income and expenditure.</li> <li>• Drive the minibus for the purpose of house activities.</li> </ul>

- The staff of Duty House (rotational house responsibility) are required to co-ordinate facilities, routines and activities for all boarders on their weekend duty day and to supervise breakfast.
- Organise and lead regular meetings of resident staff and represent the interests of the house at co-ordination meetings of House Staff centrally and the weekly senior boarding staff meeting.
- Organise regular meetings of students and House Staff to allow the students to express their views.
- Assess boarders' attitudes towards boarding.
- Monitor the effectiveness of boarding in the house with reference to Ofsted criteria and the National Minimum Boarding Standards
- Keep effective student records including case tracking files
- To effectively organise trips and associated risk assessments
- Take a lead role in monitoring behaviour in boarders as per the behaviour policy, applying sanction/rewards as appropriate and referring to the Director of Boarding as appropriate
- To direct other house staff (i.e. Assistant House staff, House Tutors, Matron, Gap Assistants) in the supervision of boarders and the provision of activities.
- Liaise and communicate with parents on all matters relating to boarders in the house ensuring that the Headteacher/Director of Boarding are advised when appropriate.
- Liaise and communicate with the Business Manager with regard to the fabric, maintenance requirements and issues relating to the day to day running of the house.
- Attend weekly residential house staff meetings.
- Attend termly full boarding staff meetings and on occasions may be required to attend other meetings of the boarding community.

#### **Additional Duties**

- There is a requirement to be resident in the boarding house during the quiet hours (i.e. from 11.00 pm) unless otherwise arranged with the Boarding Manager.
- To promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everybody's responsibility.
- To report concerns as per school Safeguarding policy
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Promote actively the school's corporate policies
- Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days
- Undertake other responsibilities as determined by the Headteacher, following consultation

#### **Key Contacts and Relationships**

Liaises with students, parents, guardians, other boarding staff, Headteacher, SLT, Business Manager, Pastoral team, other relevant teaching and support staff, Health Centre staff.

#### **Special notes of conditions**

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

#### **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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## Person Specification

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Grade C or equivalent in English and Maths</li> <li>Good standard of general education</li> <li>Willingness to participate in staff training/development programme for further training and professional development</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Degree or equivalent</li> <li>BSA Boarding qualification</li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>Working with children and young people in a similar environment</li> <li>Good knowledge of safeguarding requirements</li> <li>Ability to work and communicate with young people</li> <li>Ability to work in a way that promotes the safety and wellbeing of children and young people</li> <li>Ability to motivate individuals and teams to work effectively</li> <li>Ability to lead others and challenge, support and resolve underperformance if identified.</li> <li>Highly developed interpersonal skills including influencing skills</li> <li>Ability to prioritise and manage a range of tasks simultaneously</li> <li>Ability to manage time effectively and efficiently including the ability to work under pressure and meet deadlines</li> <li>ICT literate</li> </ul>	<ul style="list-style-type: none"> <li>Willingness and ability to take up the post of Cover Supervisor (additional contract and remuneration applies)</li> <li>Willingness and ability to take up the post of part-time Teacher of French, History or Geography (additional contract and remuneration applies)</li> <li>Strong and diverse ICT skills</li> <li>Driving licence with D1(minibus) category</li> </ul>
<b>Interpersonal and communication skills</b>	<ul style="list-style-type: none"> <li>Friendly, positive disposition</li> <li>Self-motivated, able to exercise initiative</li> <li>Able to support others, working as part of a team</li> <li>Excellent interpersonal skills</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>Able to display an awareness, understanding and commitment to the protection and safeguarding of children.</li> </ul>	

	<ul style="list-style-type: none"><li>• Commitment to maintaining confidentiality, discretions and tact at all times.</li><li>• Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK</li><li>• 2 professional references</li></ul>	
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