

JOB DESCRIPTION House Parent

Job Title: House Parent

Job Purpose: To support and participate in the running of the boarding house

Responsible to: Senior House Parent and Head of Boarding

This job description provides a guide to, and general description of the duties and responsibilities of the House Parent. It is not intended to be wholly definitive; In this respect, the House Parent will be expected to undertake any other related tasks as may reasonably be requested by the Senior staff.

Astrum Education is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Aims and Functions

- Under the direction of the Head of Boarding to act “in loco parentis” for the students and to provide all boarders with the best possible experience.
- To ensure the safety, good discipline and pastoral well-being of all boarders, especially ensuring that safeguarding procedures are followed.

Care, Welfare and Development of Boarders

The Houseparent should:

- Know each student and be concerned for their development – academic, social and personal welfare. Ensuring the safeguarding of each student.
- Develop awareness of general health, hygiene, eating and sleeping natures and keep senior staff informed of any concerns.
- Monitor behaviour and deal appropriately with any disciplinary issue, monitor tidiness of student rooms on a daily basis e.g. ensuring beds are properly made and litter etc. is in bins.
- Ensure that all policies are correctly followed.
- Ensure the safety and security (physical and emotional) of all students in the House at all times when they are in the school’s care.

Boarding Records

The Houseparent is expected to participate in:

- Maintaining administration files detailing procedures and routines.
- Ensuring that the 'handover' log book, discipline, medication, sanctions and other centralised records are kept up to date.
- Attending the formal Boarding Staff meetings.

Duties and Tasks

- To participate in evening and weekend activities for boarders.
- To be responsible for making sure that all notice boards are kept up to date and maintained in a tidy fashion.
- Sleep in the accommodation each night except for your main off duty night each week.
- Whenever on campus, whether on or off duty, not being unfit to respond due to the influence of alcohol or drugs, for purpose of dealing with emergencies or unexpected contact with visitors, parents, staff or pupils.
- Deal with emergencies of any kind, including escorting students to hospital, in the event that the nurse is not available to do so.
- To attend such meetings and official functions as are appropriate to the role.
- To perform any other key task which the Houseparent may reasonably assign.
- To organise and participate in regular fire practices each term in the evenings and during the night.
- To accompany students to meal times and ensure that students are eating healthily and are behaving in a sensible and appropriate manner.
- To take part in chaperoning duties to and from college.

Other Aspects

Accommodation / Residential Requirements:

Accommodation is not suitable for families. The entire site is a non-smoking area. House staff are responsible for the cleaning of their own accommodation although suitable equipment and materials can be provided.

Training:

Induction training including safeguarding training will be provided.

PERSON SPECIFICATION: House Parent

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS AND EXPERIENCE, INCLUDING DETAILS OF SPECIALISED KNOWLEDGE AND SKILLS REQUIRED TRAINING AND DEVELOPMENT	Some experience within a welfare/pastoral role type role and/or working with young people able to work effectively with colleagues and students	Completed CP training Recent experience of working with young people (e.g. in education or voluntary sector) from an international background	Application
SPECIAL SKILLS/ABILITIES	Understanding of the requirements of Safeguarding, Equality and Diversity, Learning Support, Health & Safety Good interpersonal skills Supportive team player who enjoys effective collaboration with colleagues Good team player	Uses initiative	Application Interview References
PHYSICAL MAKE-UP (I.E. SPEECH, IMPACT ON OTHERS, GENERAL PRESENTATION AND APPEARANCE)	Neat, well-groomed and well-presented Punctual time keeper	Positive role model	Application Interview References
ADDITIONAL REQUIREMENTS	Ability to work core hours of college		Application Interview References