

Houseparent

Candidate Information



Inspiring Futures Education

Padworth College exists to develop outstanding people, within a community of belonging, who achieve personal excellence.

Padworth College is an exciting and rewarding community in which to work and we are thrilled that you are considering making an application to join us. Our aim is to provide a safe, friendly and exciting place to live and learn and to contribute to a successful and enjoyable learning experience for our students. We are a caring, kind, well-organised boarding community where an atmosphere of respect and tolerance for others characterises professional and personal relationships and the day-to-day experience of both students and staff. We are all shaped by our environment and at Padworth we are truly grateful for the beautiful physical and intellectual environment in which we live and work.

Inspiring Futures Education (www.ifedu.com) currently consists of two international schools: Padworth College and Bishopstrow College. Padworth College is a leading boarding and day school offering academic programmes to prepare students, aged 14-19 years, for entry to leading universities. The College educates up to 100 students each year on our beautiful campus on the edge of the North Wessex Downs Area of Outstanding Natural Beauty, just outside the hamlet of Padworth in West Berkshire and close to the university town of Reading.

Boarding is central to the ethos of the College and the strong Padworth College community enriches our students and helps them build strong friendships and connections. Being a small school, students and staff have the opportunity to get to know each other really well. Visitors often remark on the unique atmosphere they encounter at the College and the relaxed, informal relationships they witness between staff and students. The safety and well-being of our students are of paramount importance and the Houseparent will be part of a boarding and pastoral team which leads by example, providing outstanding pastoral care.

We are looking for someone with lots of ideas, energy, ambition and enthusiasm, alongside a calm, compassionate and nurturing nature. We would also like a colleague who will be kind to the community, who loves the company of people and is great fun to be around.

The successful candidate will demonstrate a commitment to nurturing and supporting young people and will be an excellent communicator. They will also have the ability to quickly win the respect of staff and students and to liaise effectively, when appropriate and necessary with parents, agents and guardians.

If this is you, then I look forward to meeting you and – if successful – working with you in the years to come.

Crispin Dawson
Principal

Inspection Reports and Awards

A Focused Compliance and Educational Quality Inspection conducted by ISI in [February 2023](#) found that the College was compliant in all areas and that the quality of student achievement and personal development was good.

The College is also accredited by the British Council for the teaching of English to international students in the UK, under the Accreditation UK Scheme. Under the Scheme, accredited centres are inspected every four years. These external inspections assure that an accredited centre meets or exceeds the agreed quality standards in management, resources and environment, teaching, welfare and care of under 18s. In the last full on-campus inspection conducted by the British Council in May 2018, strengths were noted in the areas of teaching, care of students, academic staff profile, learner management, accommodation and leisure opportunities.

Each year, Padworth College students achieve excellent academic results and progress to leading universities. In 2022, 53% of all A Level grades awarded to Padworth College students were A*, A or B. We launched the NCUK International Foundation Year programme in the 2020/21 academic year, with the initial cohorts achieving good results, enabling them to progress to Russell Group universities.



Location

The College is set in 12 acres of beautiful grounds, just outside the hamlet of Padworth in West Berkshire and on the edge of the North Wessex Downs Area of Outstanding Natural Beauty (AONB). There are many places of interest within easy reach, including Silchester Roman City Walls and Amphitheatre, the Kennet & Avon Canal, the River Thames (at Pangbourne) and Padworth Common, a rural local nature reserve covering 28 hectares. North Wessex Downs AONB provides a haven for walkers and cyclists.

Reading is located about 10 miles from the College, on the Thames and Kennet Rivers. It is known for its annual Reading Festival, an outdoor rock music event. Shops and riverside restaurants dot the town centre, with The Oracle boasting more than 80 stores in the heart of Reading. Local attractions to Reading include Wellington Country Park, Basildon Park (National Trust) and Beale Park.

Padworth College was established as a school for international students. Today, whilst British students represent the largest single nationality, about 80% of the students enrolled at the College are from overseas, with these students boarding at the College. There are up to 30 nationalities represented. With extensive grounds, and facilities including a Multi Use Games Area (for basketball or tennis), a Fitness Suite and heated outdoor swimming pool, students are encouraged to spend plenty of time on campus.

Aldermaston railway station (five minutes from the College) has good rail links, with trains running directly to Reading and then on to London Paddington stations. The College is also easily reached by road (M4 and A4) and is only 40 minutes by car from London's Heathrow Airport.



Life at Padworth

Academic Life

Our academic programmes – I/GCSEs, A Levels and Foundation - are focused on preparing students for entry into leading universities in the UK and overseas.

The school day is packed with classes, academic clinics, UCAS support, sport and extra-curricular activities in the form of clubs and other activities. Everything we do at the College is designed to support student's personal development and maximise their chances of academic success. Our goal is to help students achieve the results required to secure entry to their first choice university, but also to prepare them physically and emotionally for life beyond Padworth.

The vast majority of students progress to leading universities in the UK. Over the past few years, students have progressed to a number of Russell Group and other leading universities, including Imperial College London, University College London, University of Bristol, University of Durham, University of Edinburgh, University of Exeter, University of Southampton, University of Warwick and McGill University (Canada).

Boarding Life

Boarding is central to the ethos of the College and the strong Padworth College community provides a home-from-home in a beautiful, calm setting. Our school is essentially a boarding community with a global perspective. We welcome students from all over the world and celebrate cultural diversity. Our day students are an integral part of this community and enjoy the benefits of having time and space to develop their skills, interests and friendships. As well as the residential boarding staff, the Principal and Head of Boarding live on site.

Pastoral Care

Being a small school, students and staff have the opportunity to get to know each other really well. Visitors often remark on the unique atmosphere they encounter at Padworth and the relaxed, informal relationships they witness between staff and students. Each student is treated as an individual and their motivation and well-being is the top priority for our team who are always ready to offer advice and support. We place great importance on caring for our students and supporting them in all aspects of their lives at the College. Our aim is to create a happy and secure environment with an atmosphere which is relaxed and yet purposeful, where the needs of the individual are recognised and respected.

Students come to Padworth from the UK and around the world and there is a strong expectation that they are here both to achieve their academic potential and to develop into confident, responsible and independent young adults by the time they move on to university.



Leadership and Governance

The Senior Leadership Team (SLT) is responsible for managing the College on a day-to-day basis and consists of the Directors (who are also the Proprietors), the Principal, the Director of Studies, the Director of Global Engagement and the Head of Boarding. The SLT meets formally every fortnight, with regular communication between the team on a daily basis, to ensure the provision of the best service and support to our students.

The Principal of Padworth College, Crispin Dawson, reports to the Directors, Charlie Freer and Mark Jeynes. Alongside the Directors, he line-manages the Senior Leadership Team. Charlie Freer is also the Safeguarding Governor. This overall structure means that there is a good balance and fast decision making between the larger, strategic goals of the College down to the College's day-to-day needs.

In total, Inspiring Futures Education employs c. 80 people, including c. 35 staff at Padworth College.



Role and Responsibilities

Job Description - Houseparent

Reporting to: Head of Boarding and Deputy Head of Boarding

Main Duties and Responsibilities:

- Supervise and care for the boarding students who attend the College.
- Take an active role in ensuring the students' welfare and happiness.
- Take responsibility for communication with parents about any pastoral issues affecting students
- Support the Head of Boarding by demonstrating experience through autonomy, initiative and actions, ideas and solutions.

Pastoral

- Carry out pastoral duties including meal supervision, wake-up and supervision of students during their free time and at bedtimes as directed.
- Be 'On Call' during the night, looking after students with medical needs, investigating alarm activations (e.g., students trying to access electronics), etc.
- Administer basic medication, keeping robust records, ensuring medicine levels are always maintained.
- Take students to the local GP, A&E, etc., liaising with external stakeholders as appropriate to keep them informed.
- Maintain daily cover times in boarding office, records of attendance and participation, etc.
- Ensure that pocket money records are current and the pocket money procedure is timely for trips.
- Carry out duties associated with the arrangements for arrival and departure days and ensure an appropriate programme of activities is planned in advance and available for arriving students.
- Attend those staff meetings that are at the beginning and end of term, mid-term INSETs, Phase meetings etc., and contribute as required to other activities and events to ensure the smooth, effective running of the College.
- Be familiar with NMS and support the Head of Boarding in the compilation of NMS Self Evaluation and Evidence Files.
- Lead specifically assigned pastoral duties for the whole Boarding team, as required.
- Oversee the write up and summarising of key messages of a termly boarding questionnaire.

Academic

- Supervise prep sessions and/or run evening and weekend activities.
- Provide written feedback on students via the report system, or as required.
- Lead or support the PE programme and lessons.

Activities

- Plan and prepare in advance an annual programme of instruction for designated activities/sports, ensuring that participants receive appropriate instruction.
- Lead, manage and or assist with the preparation of activities and sports lessons.
- Help with the organisation of student team-building activities and competitions.
- Encourage the students to participate in all activities through, signing up systems, notices, announcements, displays and personal contact and demonstrating enthusiasm.

Trips & Excursions

- Implement the College's Health & Safety and Risk Assessment procedures for designated activities.
- Accompany weekend trips (according to rota) and excursions, assisting with the supervision of the students.
- Be responsible for sub groups when the head of boarding/ management wants to break a whole school group down to better manage, care and provide for the students.
- Act as deputy to senior colleagues in their absence of one of the above on outings.
- Drive College vehicles occasionally to assist with transport.

Administration and Leadership

- Under the direction of the Head of Boarding or management take responsibility for certain aspects of the administration of boarding or activities - e.g., planning of certain trips or activities and/or drawing up risk assessments and other necessary documentation.
- Lead certain trips, excursions or activities.
- Be willing to undertake specialist professional development courses to support and enhance the areas of administration and leadership which have been allocated.
- Mentor and help colleagues develop their pastoral skills and experience by mentoring them, taking time to support them, lead by example and demonstrate best practice.

This job description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Work towards and support the College's vision and objectives
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Support and contribute to the College's responsibility for safeguarding students.
- Work within the College's health and safety policy to ensure a safe working environment for all staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to the College policies.
- And other such similar responsibilities as directed by the Principal.

The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

May 2023



Person Specification

	Essential	Desirable	Method of Assessment
Qualifications		<ul style="list-style-type: none"> Degree or equivalent 	<ul style="list-style-type: none"> Certificates
Experience	<ul style="list-style-type: none"> Experience of working with young people Experience of running activities Experience supporting young people 	<ul style="list-style-type: none"> Experience in a boarding environment 	<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> Flexibility Adaptability Initiative Ability to work as part of a team Ability to work autonomously Clear understanding of the post and responsibilities Excellent communication skills Excellent organisational skills Good sense of humour Warm and approachable 	<ul style="list-style-type: none"> First Aid skills IT skills Current, clean driving licence 	<ul style="list-style-type: none"> Application Form Interview References
Personal Competencies & Qualities	<ul style="list-style-type: none"> Motivation to work with young people Ability to form and maintain appropriate relationships and personal boundaries with young people Positive attitude to using authority and maintaining good behaviour Willingness to undertake post-related training 		<ul style="list-style-type: none"> Application Form Interview References

Application Process

Padworth College is looking for someone to take up this appointment in September 2023.

Interested candidates who would like more information are invited to contact Crispin Dawson, Principal, by email, to arrange a confidential discussion, no later than Thursday 18 May at principal@padworth.com

Only applications submitted using the College Application Form will be considered, and all applications will be reviewed. The closing date for applications for this post is Friday 19 May. However we reserve the right to progress any applications we feel are of interest before then.

All applicants will be notified after the closing date, whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Qualification certificates (originals not copies) will be required at interview, as will proof of identity.

Candidates unsuccessful at interview will receive written notification.

The College is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the College's policies on safeguarding and promoting the welfare of children, as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

How to Apply

Candidates should complete the Application Form available on the Current Vacancies page of the College's website www.padworth.com/about-us/current-vacancies/ and send this to recruitment@padworth.com together with a covering letter, detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post.

Closing Date for Applications: Friday 19 May 2023

Interview Dates: These will be arranged soon after receipt of any suitable applications

Start Date: September 2023

Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All placements are subject to enhanced DBS clearance.



Benefits of Working at Inspiring Futures Education

We promote the values of mutual respect and integrity at every level at Inspiring Futures Education and we are an equal opportunities employer.

You will be joining a highly successful, well-regarded international school, with a warm, welcoming atmosphere and positive outlook. Padworth College is also part of Inspiring Futures Education, where opportunities are sought for colleagues to work with and benefit from being part of a larger group. See www.ifedu.com for more details.

Remuneration – A competitive salary will be commensurate with the importance of the post and with the experience and qualities of the successful candidate.

Board and Lodging – This role comes with all meals when the College is open throughout the year, and separate ensuite accommodation in one of the boarding houses.

Pension Scheme – After successful completion of any probationary period, staff are eligible to join the College's Pension Scheme, administered by The Pension Trust. Currently the contributions stand at up to 5% for employers and up to 5% from employees.

Development – You can look forward to a genuinely rewarding role as well as career development and support for professional studies, where appropriate. Whatever the role, we offer excellent training and development. We are also committed to promoting from within whenever we can, providing the opportunity to build a great future as we all grow at Inspiring Futures Education.

