

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 Head of Boarding by demonstrating experience through autonomy, initiative and actions/ideas/ 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.

March 2024