



Houseparent Job Description

The Houseparent reports to the Head of Boarding and Deputy Head of Boarding and is part of the College's residential boarding team, which also includes Boarding Tutors and the Head of Sport.

Duties and Responsibilities

The following list indicates the main areas of responsibility and involvement.

Main Duties and Responsibilities

- Supervise and care for the international boarding students who attend the College.
- Take an active role in ensuring students' welfare and happiness.
- Implement the College's Health & Safety and Risk Assessment procedures for allocated activities.
- Support the Head of Boarding and the Deputy Head of Boarding by demonstrating experience through autonomy, initiative and actions, ideas and solutions.

Activities

- Plan and prepare in advance a programme of instruction for allocated activities, ensuring that participants receive appropriate instruction.
- Assist with the preparation of activities.
- Instruct, supervise and monitor participation in activities.
- Help with the organisation of student team-building activities and competitions.
- Monitor the use and borrowing of equipment, ensuring it is well maintained and stored appropriately.
- Encourage students to participate in all activities through enthusiasm, signing-up systems, notices, announcements, displays and personal contact.

Academic

- Supervise Prep sessions or run evening activities.
- Provide written feedback on students, via the College's reporting system (Individual Learning Plans) or as required.

Trips and Excursions

- Accompany weekend trips (according to rota) and excursions, assisting with the supervision of students and helping to explain the relevance of the places visited.
- Be responsible for sub-groups when either the Head of Boarding or Deputy Head of Boarding want to break a whole school group down to better manage, care and provide for the students.
- Act as deputy to either the Head of Boarding or Deputy Head of Boarding in the absence of one of the above on a whole school outing.

Pastoral

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- Carry out pastoral duties including meal supervision, wake-up and supervision of students during their free time and at bedtimes as directed, demonstrating previous experience.
- Be 'On Call' during the night, looking after students with medical needs, investigating alarm activations (students trying to access electronics), etc.
- Maintain daily records of attendance and participation.
- Administer basic medication, keeping robust records, ensuring medicine levels are always maintained.
- Carry out duties associated with the arrangements for Arrival and Departure Days and ensure an appropriate programme of activities is available for students as they arrive.
- Attend staff meetings and contribute, as required, to other activities and events to ensure the smooth, effective running of the College.

Administration and Leadership

- Under the direction of the Head of Boarding, take responsibility for certain aspects of the administration of boarding or activities - e.g., the planning of certain trips or activities and/or drawing up Risk Assessments and other necessary documentation.
- Under the supervision of the Head of Boarding, lead certain trips, excursions or activities.
- Undertake specialist professional development courses to support and enhance allocated areas of administration and leadership.

For the purposes of this appointment, the Administration and Leadership section of this Job Description will be interpreted as follows:

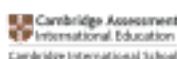
- Lead the development and improvement of a specifically assigned part of the College's boarding provision - e.g., healthy eating.
- When required, support in the research and organisation of a number of weekend trips and activities during the year.
- Lead specifically assigned pastoral duties for the whole boarding team as required.
- Oversee the write-up and summarising of key messages of the termly Boarding Questionnaire.

This list of Duties and Responsibilities 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:

- Support and contribute to the College's responsibility for safeguarding students.
- Work towards and support the College 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.
- 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 College policies.
- Undertake continuing professional development training. This must be discussed with the Principal prior to acceptance to any course.

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January 2023

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