

# Bank/Relief House Parent

## Zero Hours

Required from May 2025

Society of Heads  
Independent co-educational  
Day and boarding  
310 pupils (3-19 years)

Longridge  
Towers School



# Relief House Parent

**Required from May 2025**

Longridge Towers School is seeking to recruit compassionate, responsible and flexible individuals to join our Boarding team as Relief House Parents.

The post holder will step in to provide care and supervision to pupils when regular House Parents are unavailable.

They will provide a safe, nurturing and structured environment, supporting daily routines including mealtimes, bedtimes, hygiene, school prep and recreation. They will maintain household cleanliness and organisation.

## HOURS OF WORK

Hours by agreement. Typical House Parent shifts are between the hours of 4.00pm and 10.00am (overnight) and/or 9.00am to 10.30pm (weekends). A Relief House Parent may be required to work a combination of both.

## RATE OF PAY

The rate of pay for this role is made up of two elements: duty pay which is currently NMW and an 'on-call, sleep-in' rate which is £8.37 per hour. Private accommodation is provided free of charge in the Boarding House on for this purpose.

## OTHER BENEFITS

All meals, snacks and refreshments are provided free of charge by the School whilst on duty.

## APPLICATIONS

All applicants must complete the School's application form; which is available from the School website: [www.lts.org.uk](http://www.lts.org.uk). Please submit your application to [vacancies@lts.org.uk](mailto:vacancies@lts.org.uk).

## EQUAL OPPORTUNITIES

Longridge Towers School is an equal opportunities employer and welcomes applicants regardless of age, gender, race, religion, disability, or sexual orientation.

# Relief House Parent

Responsible to: Head of Pastoral

## THE ROLE

This role is essential to the smooth running of the Boarding House working closely in conjunction with the other Boarding Staff and also the Senior Leader and Designated Safeguarding Lead. All House Parents work in close conjunction with the School's Matron. The Head of Boarding has overall responsibility for the Boarding Team. The Head of Boarding reports to The Senior Leader who is also the Designated Safeguarding Lead.

The primary responsibility of a House Parent is to provide a safe and secure home environment in which all boarders can thrive and be happy. Working hours could include weekends and/or evenings, with overnight responsibility. House Parents are required to sleep in the free accommodation provided by the School when on-shift during term-time. Food is provided free of charge whilst on duty and there is access to the School's extensive grounds and facilities when available. The nature of the boarding community is that the hours are sometimes long, but job satisfaction is tremendous.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities, tasks and duties. Other duties commensurate with the level of responsibility may be either permanently or temporarily assigned as part of the job.

## DUTIES

- Provide for the safety, good discipline and pastoral wellbeing of all the boarders who are resident in the Boarding House.
- Accountable to the Senior Leader and Designated Safeguarding Lead, through the Head of Boarding.
- Full, delegated authority for all aspects of the basic function of the role.
- Work closely with the boarding staff, pastoral and academic staff as well as the support staff in finance, catering, maintenance, health & safety and housekeeping.
- Ensure, in conjunction with the Head of Boarding, the smooth day to day running of the Boarding House; dealing with parental/guardian enquiries and liaising with the kitchen staff regarding catering requirements;
- Deal with House finances in conjunction with the Finance Manager; such as issuing pocket money, recharges, credit card usage, etc;
- Ensure the fabric and fixtures of the Boarding House are in safe condition and liaising with the Site Manager over repairs;
- Review and update, as required, documentation in relation to regulatory requirements associated with boarding provision;
- Promote and maintaining high quality communication between all members of the School community;
- Contribute positively to and supporting the vision, aims and overall ethos of Longridge Towers School.

## PASTORAL CARE

The School values highly the level of pastoral care which it provides for all its pupils, whether day or boarding. All boarding staff are therefore required to:

- Be aware of and act according to policies and procedures relating to child protection, pupil behaviour management, health, safety and security, confidentiality and data protection;
- Develop and maintain constructive and positive working relationships with parents, guardians, carers and professionals, contacting them as necessary on a variety of matters relating to boarders;
- Maintain secure files relating to all boarders.

## RESPONSIBILITIES

The House Parents are required to work closely with the Head of Boarding and will be expected to:

- Work with all the Boarding House Team and the Senior Leader and Designated Safeguarding Lead to ensure that the National Minimum Standards for boarding schools are fully met in accordance with inspection regulations;
- Assist with the health and safety of staff, boarders and visitors to the Boarding House in accordance with the School's Health and Safety Policy.
- Assist with the monitoring and reviewing of routines in the Boarding House;
- Liaise with the School Matron with regard to boarders' medical requirements and to encourage boarders in adopting a healthy lifestyle;
- Be available to assist in the care and supervision of boarders who are unwell;
- Liaise with the boarders' teachers to ensure that every boarding pupil fulfils their academic potential and inform staff of any issues which relate to or impact upon a boarder's performance in school;
- Assist in the implementation of a fair and clearly understood system of sanctions, as necessary, in relation to matters of discipline, informing a member of the Senior Leadership Team of any serious misdemeanours in relation to bullying, substance misuse or sexual misconduct.
- Communicate with parents/guardians to ensure they are kept fully informed about their child's progress and welfare and ensure that any relevant information regarding these areas are shared with those who need to know;
- Contribute to and ensure that the aims and objectives of the School Development Plan are implemented;
- Be responsible for the care and welfare of the boarders' in the Boarding House and to engender a feeling of respect and trust between boarders and the staff working in the Boarding House.
- Promote self-management skills, compassion, open-mindedness, encourage good manners and behaviour, whilst dealing with infringements in a firm but caring manner.
- Assist in making appropriate individualised provision for the induction of new boarders;
- Ensure that boarders' clothes and personal possessions are used and stored appropriately and that boarders understand the need to be respectful of all property;

- Ensure that all boarders have sufficient rest and that bed-time and morning routines are maintained.
- Monitor the provision and nutritional quality of the School's catering for boarders and assist with providing meals for boarders outside of School hours, or when the need arises;
- Assist in the varied social outings and activities for boarders in the evenings and at the weekends.

## QUALIFICATIONS/EXPERIENCE

### Essential

- Substantial experience or knowledge of working with children and young people.
- Experience in providing for the physical, mental, emotional and spiritual needs of young people, preferably in a residential setting.
- A caring disposition and an ability to empathise with young people.
- An understanding of, and commitment to, diversity and cultural differences.
- The ability to support pupils and command their respect, providing a positive role-model.
- Ability to work well in a team as well as individually, using own initiative, with minimum supervision.
- Ability to work calmly under pressure.
- Excellent communication skills (verbal, written and technological).
- Strong listening skills and a grasp of non-verbal communication.
- Excellent organisational skills.
- A professional approach with high levels of discretion, with the ability to engage positively and build strong rapport with pupils, parents and colleagues.
- An enthusiastic, flexible, adaptable and proactive approach.
- A clean UK driving licence and the ability to transport pupils using the School minibus. (If a current MIDAS certificate is not held, the successful candidate must be prepared to carry out this training).
- A current First Aid qualification. (If a current certificate is not held, the successful candidate must be prepared to carry out this training).

### Desirable

- A relevant qualification in Boarding Practice, preferably as awarded by the Boarding Schools' Association.
- Current First Aid certificate or willingness to undertake/renew.
- Class D1 UK driving licence and willingness to undertake MIDAS training.

## TRAINING AND DEVELOPMENT

The School may expect staff to attend specific courses in addition to ones which staff may have identified for themselves in relation to achieving excellence in the fulfilment of their professional role. Boarding staff are expected to work the four INSET days prior to the return of pupils and as a Relief House Parent this may also be a requirement.

# Longridge Towers School



CARPE DIEM

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[www.lts.org.uk](http://www.lts.org.uk)

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