

Job Description

House Parent; Female required for Girls Boarding

Reports to: Head of Boarding

Overview:

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.

Longridge Towers School has pupils from the ages of 3 to 19. The majority of pupils attend the School as day pupils, with a small proportion staying in the Boarding House. The Boarding House caters for full-time boarders (those who stay during term-time), weekly boarders (those who stay Monday to Friday) and part-time boarders, whose main residences are on Holy Island (who stay when tides prevent them accessing their own home). In addition, the Boarding House also caters for occasional/flexi boarders. A number of the full-time boarders are international pupils, for whom the Boarding House is their home during term-time.

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 will include weekends and 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 is an excellent opportunity for a recent graduate to gain some varied experience, gain new skills and take some significant responsibility.

Function:

To provide for the safety, good discipline and pastoral wellbeing of all the boarders who are resident in the Boarding House.

Accountability:

Accountable to the Senior Leader and Designated Safeguarding Lead, through the Head of Boarding.

Authority:

Full, delegated authority for all aspects of the basic function of the role.

Relationships:

To work closely with the boarding staff, pastoral and academic staff as well as the support staff in finance, catering, maintenance, health & safety and housekeeping.

Key Tasks:

- Ensuring, in conjunction with the Head of Boarding, the smooth day to day running of the Boarding House; dealing with parental/guardian enquiries and communications and liaising with the kitchen staff regarding catering requirements;
- Dealing with House finances in conjunction with the Finance Manager; such as issuing pocket money, recharges, credit card usage, etc;
- Ensuring the fabric and fixtures of the Boarding House are in safe condition and liaising with the Site Manager over repairs;
- Reviewing and updating, as required, documentation in relation to regulatory requirements associated with boarding provision;
- Promoting and maintaining high quality communication between all members of the School community;
- Contributing 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;
- To 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;
- To 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.

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.

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) including with parents, colleagues and pupils.
- 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 or a willingness to undertake such a course within one year of appointment.
- Current First Aid certificate or willingness to undertake/renew.
- Class D1 UK driving licence and willingness to undertake MIDAS training.

Terms and Conditions:

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). This vacancy will require a combination of both.

Holidays: Statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the School holidays. This is a term-time position but House Parents must be prepared to work up to two days before the beginning or after the end of each term as required.

Salary: The rate of pay for this role is made up of two elements: duty pay which is National Minimum Wage 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 the girls' floor for this purpose on working days and therefore a female member of staff is required for this vacancy.

Pension: Pension auto enrolment is in operation at the School.

Other Benefits: All meals, snacks and refreshments are provided free of charge by the School whilst on duty. Free on-site parking. Company life insurance.

Training and Development: All staff participate in an annual performance review process. This may be used to identify further training needs and all staff are expected to participate actively in their personal Continuing Professional Development. As such, 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. All boarding staff are expected to work the four INSET days prior to the return of pupils.