

**JOB DESCRIPTION – House Parent**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

|  |  |
| --- | --- |
| **JOB SPECIFICATION** | |
| Title of Post | House Parent |
| Purpose of Role | To provide the environment in which boarders flourish, feel secure and fully engage with the College ethos. To manage the organisation and resources of a group of Houses and work closely with other Warden Tutors in that area of responsibility who maintain direct accountability for students in their own houses; to provide for the safety, good discipline and physical, academic, moral and pastoral wellbeing of all students in the Houses. He/she is expected to operate effectively as a communicator, an administrator and as a team manager. |
| Reporting Structure | The House Parent is responsible to the Assistant Principal, Pastoral (APP). |
| Key Responsibilities | **Objectives with respect to boarders’ management**   * To contribute to the induction arrangements for new students joining the houses; to ensure that any “settling in” problems are resolved. * To monitor and show an active interest in boarders’ CAS activities and other extra-curricular activities. * To be present, when time allows, to support students in taking part in College or House activities (e.g. matches, concert, performances) * To be present at all major College events in order to support College and its students. * To provide a sympathetic presence in the houses of responsibility and to be sensitive to those who are having difficulties coping with school life; to liaise closely with other relevant staff concerning the progress and welfare of students. * To be responsible for the overall care, supervision, cleanliness and presentation of students in their houses, co-ordinating and liaising with other boarding staff as necessary. * To be responsible for the appropriate standard of student clothing. * To ensure that the individual circumstances, needs, strengths and weaknesses of each student are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised. * To implement supervision; to ensure the safety and security (including emotional) of all students at all times when they are in the school’s charge (including meal times, supervised study time, weekends and on expeditions and outings). * To ensure that students clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that students treat the belongings of others, and the fabric and furnishings of the houses, with respect. * To develop in the students, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate. * To ensure that students make use of the full and varied programme of extra-curricular activities available and students are appropriately occupied, especially at weekends. * When on duty, to ensure that the conditions and supervision of evening supervised study are conducive to effective academic progress. * To counsel students at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to fulfil the requirements of the school’s policy on Child Protection and Safeguarding. * To take appropriate action to deal with student sickness and emergencies. * To support the College’s Disciplinary Procedures and Rewards and Sanctions Policy for IB and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the Code of Conduct of the Houses and school, to inform relevant members of the College’s management of cases of serious bullying, substance misuse or sexual misconduct. * To ensure that you are familiar with the College’s policies and procedures for child protection, countering bullying, substance misuse, children missing from education, missing boarders, fire and health & safety, and know the appropriate response needed in these areas.   **Objective with respect to communication**   * To attend boarding staff meetings as required and lead on team meetings. * To attend assessment meetings, Vice Principal Welfare meeting, Personal Tutors meet boarding staff sessions, staff INSET days and any other relevant meetings. * To ensure reports are written on each student in the Houses by the published deadlines, commenting on the progress made in all aspects of boarders’ development. * Maintain close, professional and regular contact with parents, guardians and personal tutors. * To ensure clear communication is maintained between medical staff, personal tutors, support staff and management.   **Objectives with respect to administration**   * To keep records of students’ progress, welfare, health, emotional problems, achievements and misconduct. * To write students’ reports and any House reports as required. * To keep records of team meetings and any significant conversation with team members.   **Objectives with respect to team management**  The College favours strong but subtle leadership that is characterised by service, care and support for others.   * To manage a team of boarding staff with specific responsibilities in their Houses. * To communicate with each member of staff individually and at meetings held to review progress of students, pastoral matters and student leadership development within the Houses. * To support initiatives from the team concerning methods for improving/developing work habits, practice and maintaining a culture of sharing good practice. * To provide clear instructions to boarding staff and support staff within the Houses to ensure high standards of care, and the smooth running of the Houses, as well as consistency between the Houses for which the House Parent is responsible.   **Objectives with respect to boarding management**   * To provide appropriate cover for other staff if needed. * To play an active and leading role in the organisation of trips and weekend activities for students in the designated Boarding House. * At the end of the holidays (especially if the Houses have been used for holiday lettings), to ensure bedrooms are ready for boarders’ arrival. * Before the end of each term, to ensure that students clear up their rooms before vacating them; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the Housekeeping and Maintenance teams. * Management of rooms and House/s: regular checks and reports to maintenance/ housekeeping regarding repairs to ensure house/s and bedrooms are in good order. * To ensure that Houses are ready for the arrival of boarders before term starts and all administrative parts of the job are in place. * To undertake performance management or staff reviews required by the College. * To show prospective parents and students around the Houses, from time to time, as requested by the Admissions Office. * Undergo regular statutory training as well other as role-specific training such as Child Protection, First Aid and Fire Awareness. * To be flexible with time off to respond to emergencies. * Adhere to all College policies and procedures with a particular focus on National Minimum Standards for Boarding Schools.   Any other duties as may reasonably be required and that fall within the scope and range of the job. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Full Time, Permanent Contract |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | Allowing for the inevitable variability of hours worked in any given week, an average of 48 hours per week (including evenings and weekends) during term time plus 3 weeks during summer courses, and one week prior to the start of the autumn term. Flexibility to work additional hours when demands are high. |
| Probationary Period | 6 months |
| Notice Period | Not less than one full term’s notice in writing |
| Salary / Pay | £28,000  In addition, family accommodation is provided and all meals when students are on site. |
| Holidays | College holiday minus 3 weeks during the Summer School and one week prior to the start of the academic year: typically the October half term, Christmas, February half term, Easter and Summer vacation periods.  Public and bank holidays occurring during College terms may well be working days. |
| Life Assurance | Death in service benefit is four times annual salary |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * Good Level of education (E) * First Aid Training (D) |
| Knowledge, skills and experience | **Previous boarding experience in another boarding setting is essential. The successful candidate will have demonstrated successful experience of:**   * Motivating and inspiring students and establishing and maintaining high standards of student behaviour and pastoral care in a boarding environment. * Leading by example and inspiring team members * Working as part of the boarding staff team, and the wider whole College staff team * Communicating efficiently and clearly with students, staff and parents * Being a good administrator * Being able to make sound judgments and the right decisions * Sound IT skills. |
| Personal skills and attributes | **The successful applicant will demonstrate:**   * Commitment to the ethos of St Clare’s, especially its commitment to internationalism and inclusivity * Enthusiasm and stamina - boarding staff work long hours and need to be able to be positive at all times * Approachability * Being adaptable with sound judgement and considerable initiative * Professionalism, integrity and flexibility * Being able to cope under pressure and meet deadlines * A sense of humour! |

|  |  |
| --- | --- |
| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.- |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment. |
| Health questionnaire | Satisfactory completion of a health questionnaire. |

|  |  |
| --- | --- |
| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | **4pm Thursday 23 May 2019** |
| Interviews | Skype Interviews held initially  Face to Face Interviews to be held Thursday 30th May 2019 |