



## 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 assist a Senior House Parent with the organisation and resources of a group of Houses and work closely with other boarding staff 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 member.  |
| Reporting Structure  | The House Parent is responsible to the Senior House Parent and Head of Boarding (HoB)   |
| Key Responsibilities | <p><b>Objectives with respect to boarders' management</b></p> <ul style="list-style-type: none"> <li>• To contribute to the induction arrangements for new students joining the houses; to ensure that any "settling in" problems are resolved.</li> <li>• To monitor and show an active interest in boarders' CAS activities and other extra-curricular activities.</li> <li>• To be present, when time allows, to support students in taking part in College or House activities (e.g. matches, concert, performances)</li> <li>• To be present at all major College events in order to support College and its students.</li> <li>• To provide a sympathetic presence in the houses of for which they are responsible and to be sensitive to those who are having difficulties coping with school life; to liaise closely with the Senior House Parent and other relevant staff concerning the progress and welfare of students.</li> <li>• To assist the Senior House Parent with his/her responsibility for the overall care, supervision, cleanliness and presentation of students in their houses, co-ordination and liaison with other boarding staff as necessary.</li> <li>• To be responsible for the appropriate standard of student clothing.</li> <li>• To work closely with the Senior House Parent on ensuring 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.</li> <li>• To assist the Senior House Parent in implementation of supervision; to ensure the safety and security (including emotional) of all students at all times when they are in the College's charge (including meal times, supervised study time, weekends and on expeditions and outings).</li> <li>• 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.</li> <li>• 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.</li> </ul> |

- To assist the Senior House Parent in ensuring 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, which also includes administration of medication.
- 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 College, to inform the Senior House Parent and 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.

#### **Objectives with respect to communication**

- To attend boarding staff meetings as required; deputise for Senior House Parent as lead at meetings as required.
- To attend assessment meetings, Vice Principal Welfare meeting, Personal Tutors meet boarding staff sessions, staff INSET days and any other relevant meetings.
- To assist the Senior House Parent with reports writing and ensure that reports are written on each allocated student in the Houses by the published deadlines, commenting on the progress made in all aspects of boarders' development.
- To assist the Senior House Parent with maintaining close, professional and regular contact with parents, guardians and personal tutors.
- To ensure clear communication is maintained between the Senior House Parent, 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 asked by the Senior House Parent.

#### **Objectives with respect to assisting the House Parent with boarding management**

- To assist with the provision of appropriate cover for other staff if needed.
- To assist the Senior House Parent with 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 allocated administrative parts of the job are in place.

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>To show prospective parents and students around the Houses, from time to time, as requested by the Admissions Office.</li> <li>Undergo regular statutory training as well other as role-specific training such as Child Protection, First Aid and Fire Awareness.</li> <li>To be flexible with time off to respond to emergencies.</li> <li>Adhere to all College policies and procedures with a particular focus on National Minimum Standards for Boarding Schools.</li> </ul> <p>Any other duties as may reasonably be required and that fall within the scope and range of the job.</p>  |
| <b>TERMS AND CONDITIONS</b>   |   |
| Terms of Employment   | Full Time, Permanent Contract   |
| Place of Work   | 139 Banbury Road, Oxford, OX2 7AL   |
| Hours of Work   | <p>Allowing for the inevitable variability of hours worked in any given week, an average of 45 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 academic year.</p> <p>Flexibility to work additional hours when demands are high.</p>   |
| Probationary Period   | 6 months  |
| Notice Period   | Not less than one full term's notice in writing   |
| Salary / Pay  | <p>£18,000</p> <p>In addition, accommodation is provided and all meals when students are on site.</p>   |
| Holidays  | <p>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.</p> <p>Public and bank holidays occurring during College terms may well be working days.</p>  |
| Life Assurance  | Death in service benefit is four times annual salary  |
| <b>PERSON SPECIFICATION</b>   |   |
| <i>The successful candidate will have demonstrated the following skills and experience:</i> |   |
| Education and qualifications  | <ul style="list-style-type: none"> <li>Good Level of education</li> <li>First Aid Training</li> </ul>   |
| Knowledge, skills and experience  | <p><b>The successful candidate will have demonstrated successful experience of:</b></p> <ul style="list-style-type: none"> <li>Ability to motivate and inspire students and establish and maintain high standards of student behaviour, pastoral care and safeguarding in a boarding environment</li> <li>Ability and experience of organising events which are engaging, carefully thought-through with high attention to detail and delivered in a perfectly organised manner</li> <li>A successful track record in supporting students with their pastoral needs</li> <li>Training in pastoral care and safeguarding and ability to use this knowledge effectively within the boarding environment</li> <li>Ability to lead by example, demonstrate high work ethic, inspire team members</li> </ul> |

|                                |  |
|--------------------------------|--|
|                                | <ul style="list-style-type: none"> <li>• Communicate efficiently and clearly with students, staff and parents</li> <li>• Being a good administrator</li> <li>• Being able to make sound judgments and the right decisions</li> <li>• Sound IT skills</li> </ul>  |
| Personal skills and attributes | <p><b>The successful applicant will demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Commitment to the ethos of St Clare’s, especially its commitment to internationalism and inclusivity</li> <li>• Ability to work in an effective and supportive manner as part of the boarding staff team, and the wider whole College staff team</li> <li>• A highly reflective practitioner who constantly strives to improve their practice, enhance their knowledge in boarding management, pastoral care and safeguarding for the benefit of students</li> <li>• Experience and ability to deal with difficult situations and manage them effectively with a positive outcome</li> <li>• Ability to work collaboratively with the management to achieve the college’s objectives</li> <li>• Enthusiasm and stamina - boarding staff work long hours and need to be able to be positive at all times</li> <li>• Approachability</li> <li>• A self-starter who is committed to their professional development</li> <li>• Being adaptable with sound judgement and considerable amount of initiative</li> <li>• Professionalism, integrity and flexibility</li> <li>• Being able to cope under pressure and meet deadlines</li> <li>• A sense of humour!</li> </ul> |
| <b>HOW TO APPLY</b>            |  |
| Applications                   | <p>Applications must be made using the College’s standard application form which can be found on the College website at <a href="https://www.stclares.ac.uk/contact-us/recruitment-and-careers/">https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</a></p> <p>CVs will only be accepted if accompanied by a St Clare’s application form</p>   |
| Email                          | Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>  |
| Post                           | Alternatively, send to:<br>Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL   |
| Contact us                     | Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a><br>Tel: 01865 552031   |
| Closing Date                   | 10am Friday 10 July 2020   |

