

JOB DESCRIPTION –HOUSE PARENT

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB DESCRIPTION	
Title of Post	House Parents (ages 14-17)
Purpose of Role	<p>The Summer House Parent is responsible for the welfare of older teenage students in St Clare's residential houses during the summer.</p> <p>As a representative of the college and member of the summer welfare team, it is essential that you make the right first impression on the students' arrival and make sure they settle in and are comfortable in your house. Success will depend on building a positive relationship with the students and delivering a high level of 'duty of care'.</p> <p>This is a residential role.</p>
Reporting Structure	You will report to the Director of Summer Schools and Short Courses and liaise on a daily basis with the summer Welfare Managers on duty and to the Senior House Parents.
Key Responsibilities	<ol style="list-style-type: none"> 1. Checking online house lists/ individual pigeon-hole in staff room/email each day for any important information or communication. 2. Collecting or checking student lists each week paying special attention to last minute updates before students' arrival on Sundays. Paying special attention to medical conditions or special requests and needs. 3. Management of house information and systems by ensuring that the student notice-board is kept up-to-date; signing in/out procedures are adhered to; regulating visitor times; issuing keys and collecting mobile phone numbers from each new student in the house; maintaining non-smoking or alcohol policy; keeping fire exits free and making students aware of exit points, alarms, and fire-fighting appliances; testing fire points and other checks weekly; and maintaining log book. 4. Being present in the house or visible around the Teenage Campus while on duty. Planning and organising social activities some evenings for the students in the house creating community spirit. 5. Monitoring students in the evenings via messages or WhatsApp being aware of their whereabouts after classes if they are not involved in organised college activities or excursions. 6. Supporting Welfare Managers with curfew patrols outside your house, controlling noise levels and monitoring behaviour. Checking student rooms each night, ensuring that all students are in by the curfew time (23:00), and informing Welfare Managers of any unaccountable absences or late returns. 7. Remaining in the house premises after curfew, sleeping in residence dealing with any unexpected emergencies that may occur in the house during the night.



	<p>8. Performing daily checks of each student bedroom and the rest of the boarding house, reporting issues to the Housekeeping or Maintenance teams and ensuring the house is being looked after by the students.</p> <p>9. Liaising with the College Nurses and/or Welfare Managers in cases of student illness; being aware of any student in the house with an existing medical condition e.g. asthma or allergies, or on medication.</p> <p>10. Meet and greet new students in the hall, escort them to houses, help with orientation, administer keys and mobile phone numbers, show them to their rooms, point out communal facilities, and hold a short house meeting to brief new students on the house rules and systems, including Health and Safety.</p> <p>11. On departure days, collect keys, carry out a room check and ensure students have all of their personal belongings.</p> <p>12. Making doctor appointments or arranging hospital visits if illness occurs outside college surgery hours (consulting 111 if advice is needed).</p> <p>13. Maintaining discipline in the house and monitoring common areas when on duty, liaising with the Welfare Managers and the Director of Summer Schools and Short Courses on all serious offences.</p> <p>14. Carrying out frequent house meetings to communicate information and to gather feedback from students to report to the Director of Summer Schools and Short Courses.</p>
--	---

TERMS AND CONDITIONS

Terms of Employment	Appointments will be made for a varying number of weeks within the summer course dates, Sunday 18 June to Saturday 19 August 2023.		
Place of Work	139 Banbury Road, Oxford, OX2 7AL		
Hours of Work	<ul style="list-style-type: none"> • 35 hours per week, across 6 days per week. • Summer House Parents may be required to work for different periods of time in different houses, but this will not be for less than one whole week in any one house (except for emergency cover) Working hours are primarily in the evenings, however some afternoon work will be required on a rota basis. • • Due to the nature of the role, House Parents must be willing to work outside of these times in emergencies. • House Parents will have one full 24 hour period off per week, according to the weekly rota. 		
Notice Period	1 Week		
Salary / Pay	Weekly salary	Weekly holiday pay	Total weekly pay
	£ 367.50	£ 44.36	£ 411.86
Meal / Accommodation	Accommodation is provided as residency is contractually required and employees are entitled to three meals a day when students are on site.		

PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential skills and experience:</i>	
Personal skills and attributes	<ul style="list-style-type: none"> • Responsible individuals who have strong presence and who are prepared to be fully committed to the demands of the job. • You will need to demonstrate empathy for the students whilst maintaining their respect, and ideally to be experienced in dealing with students of this age group in international education and/or in residential contexts. • You will need to demonstrate a high degree of maturity. • Ability to maintain high standards of student behaviour, pastoral care and safeguarding in a residential setting • Ability to work in an effective and supportive manner as part of the Summer Courses team. • Strong communication skills • Professionalism, integrity and flexibility • Sound judgement and demonstrate initiative • Commitment to the ethos of St Clare's, especially its commitment to internationalism and inclusivity
References and Pre-employment Checks	
<p><i>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.</i></p> <p><i>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.</i></p>	
References	<p>Two 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.</p>
Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p>

Police checks / DBS	<p>Police checks and Disclosure and Barring Service checks will be undertaken. Prospective employees are required to provide information and consent.</p> <p>Candidates who have lived and worked abroad in the last five years will be required to provide a certificate of good conduct from the countries in which they worked and lived, as a pre-requisite of employment.</p> <p>Both the DBS and the certificate of good conduct can be initiated and paid for by the College.</p>
Health questionnaire	Satisfactory completion of a health questionnaire.
HOW TO APPLY	
Applications	Applications must be made using the College's application form
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk