



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 SPECIFICATION	
Title of Post	<p>House Parent</p> <p>For the right candidate, there may also be the possibility of a Senior House Parent role. For the right candidate, there may also be the possibility of a Senior House Parent role. Senior House Parents manage a group of houses and House Parents to support the Vice Principal Pastoral (VPP) with their overall responsibility for boarding.</p>
Purpose of Role	<p>To provide the environment in which boarders flourish, feel secure and fully engage with the College ethos.</p> <p>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.</p>
Reporting Structure	The House Parent is responsible to the Senior House Parent and Vice Principal Pastoral (VPP)
Key Responsibilities	<p>Boarding</p> <ul style="list-style-type: none"> To oversee the pastoral and safeguarding needs of all students in the house, ensuring that students are cared for in a supportive and safe environment. 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 to support the College and students. To provide a sympathetic presence in the houses 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. To assist the Senior House Parent with their responsibility for the overall care, supervision, cleanliness, and presentation of students in their houses, co-ordination and liaison with other boarding staff as necessary. To be responsible for the appropriate standard of student clothing. 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. To assist the Senior House Parent with supervision; to ensure the safety and security of all students when they are in the College's charge (including mealtimes, supervised study time, weekends and on trips).

- 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 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 familiarity 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.

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 meetings, boarding staff sessions, staff INSET days and any other relevant meetings.
- To assist the Senior House Parent with report writing and ensure that reports are written on each allocated student 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.

Administration

- To maintain records of students' progress, welfare, health, achievements, and misconduct.
- To report all safeguarding concerns to the Designated Safeguarding Lead, including using CPOMs as necessary.
- To write students' reports and any House reports as requested by the Senior House Parent.

Assistance 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): conduct regular checks and report to maintenance/housekeeping regarding repairs to ensure house(s) and bedrooms are in good order.

	<ul style="list-style-type: none"> • Before term starts to ensure that Houses are ready for the arrival of boarders and all allocated administrative parts of the job are in place. • 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. <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The House Parent may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
<p style="text-align: center;">PERSON SPECIFICATION</p> <p><i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i></p>	
Education and qualifications	<ul style="list-style-type: none"> • A good standard of education including GCSE Maths and English or equivalent (E) • First Aid Training (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Ability to motivate and inspire students and establish and maintain high standards of student behaviour, pastoral care and safeguarding in a boarding environment (E) • Ability and experience of organising events which are engaging, carefully thought through with high attention to detail and delivered in a perfectly organised manner (E) • A successful track record in supporting students with their pastoral needs (E) • Training in pastoral care and safeguarding and ability to use this knowledge effectively within the boarding environment (D) • Ability to lead by example, demonstrate high work ethic, inspire team members (E) • Communicate efficiently and clearly with students, staff and parents (E) • Good administrative skills and experience (E) • Ability to make sound judgments and the right decisions (E) • Sound IT skills (E) • Experience of working with confidential and sensitive information and an understanding of data protection requirements (E)
Personal skills and attributes	<ul style="list-style-type: none"> • Commitment to the ethos of St Clare's, especially its commitment to internationalism and inclusivity (E) • Ability to work in an effective and supportive manner as part of the boarding staff team, and the wider whole College staff team (E) • A commitment to safeguarding students in line with policies and procedures (E) • A highly reflective practitioner who constantly strives to improve their practice, enhance their knowledge of boarding management, pastoral care and safeguarding for the benefit of students (E) • Experience and ability to deal with difficult situations and manage them effectively with a positive outcome (E) • Ability to work collaboratively with the management to achieve the college's objectives • Enthusiasm and stamina (E) • An approachable manner (E) • A self-starter who is committed to their professional development (E) • Adaptability with sound judgement and a considerable amount of initiative (E)

	<ul style="list-style-type: none"> • Professionalism, integrity and flexibility (E) • Ability to cope under pressure, meet deadlines and maintain a sense of humour (E)
TERMS AND CONDITIONS	
Terms of Employment	<p>Full Time, Permanent Contract</p> <p>To start as soon as possible and by September 2024 at the latest.</p>
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	After completion after the probationary period, not less than one full term's notice in writing.
Salary / Pay	<p>A competitive salary is offered.</p> <p>In addition, accommodation is provided throughout the year in a one/two-bedroom flat. All meals are also provided when students are catered for.</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>
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Other benefits	<ul style="list-style-type: none"> • Life Assurance – Death in service benefit is four times annual salary. • The College offers a confidential 24/7 Employee Assistance Programme. • A cycle to work scheme is offered.

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
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	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	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: 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> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>
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	<p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</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 recruitment@stclares.ac.uk
Contact us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for applications	<p>This role will close 9am on 5th March 2024</p> <p>Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.</p>
Interviews	Interviews will take place before the Easter break begins on 27 th March 2024.