

# Summer House Parent

Summer 2025



# WELCOME

## from the Principal

Welcome to St Clare's, a truly remarkable school where students enjoy a world-class education in a magnificent Oxford setting. In today's fast-changing, globalised world, we believe young people need the highest quality international education to achieve everything they are capable of.

What makes St Clare's distinctively different? Our teaching methods are engaging and student-centred, which gives pupils a higher chance of achieving their potential. But we look far beyond academic results. Our educational programme is holistic and broad ranging, not only developing talents, but also building student's relationship and leadership skills, through a range of co-curricular activities. We aim to strike the right balance between academic work and leisure time, and it all happens in a special learning environment.

St Clare's graduates are responsible, creative, well-informed, inspiring people with a deep sense of respect for themselves and others. Our students leave the college as confident young people, able to successfully make their way in a competitive and complex world and make a positive difference. Above all, while an education at St Clare's is a challenging and enriching experience, it is also a highly enjoyable one.

Our students have an international outlook and can think broadly due to the diversity of our student body which is made up of more than 40 different nationalities. They experience many different perspectives and embrace a range of thinking

on topics to expand their minds. This is central to our ethos and as a result, we attract staff to the college with a similar forward-thinking mindset.

Another core feature of the school is the quality of our pastoral care. As a boarding school, the happiness and development of our students is a priority, empowering them to help shape the community. Our dedicated teams from housekeeping and catering through to teaching are committed to the development of every student. As a result, relationships between students and staff are respectful and caring and all our students feel a strong sense of belonging where they can thrive and become the best versions of themselves.

Both students and staff also benefit from being able to immerse themselves in the historic, cultural and academic resources on our doorstep including public lectures, museums, art galleries, as well as stunning architecture and beautiful parks. Oxford has it all! It is an excellent location to develop your professional skills and experience.



Come and see what makes St Clare's such an exciting and rewarding place to work! We look forward to receiving your application and welcoming you to the team.

**Duncan Reith**



# What makes us **UNIQUE**

## Range of courses offered to students

We offer a range of English language and academic subject courses during the summer months. Join our fantastic team made up of Teachers, Activity Leaders, House Parents and Welfare Managers for a great summer.

## Education quality

We are committed to academic excellence and the personal development of our pupils in an international context. The outstanding quality of the education and pastoral provision is inspected regularly by the British Council and Independent Schools Inspectorate to ensure high standards are maintained.

Sustainability and climate change are going to be defining issues of the next generation, so preparing students to play a positive role is going to be vital. We are taking steps to fully embed these themes into the learning experience by facilitating participation in recognised schemes such as Eco Schools and related activities both on-site and within the local community.

## Extra-curricular

Our study programmes include enriching experiences both inside and outside the classroom. We place equal emphasis on our extra-curricular programme and our academic provision as we feel that both are instrumental in developing our students into confident, resilient, healthy and independent young adults.

Our co-curricular programme has an educational, cultural, environmental, creative, sport and social focus which promotes personal growth in a stimulating and informative way. It also includes academic study visits and excursions to local places of interest and further afield.

## Teaching and learning

We have a forward-thinking approach to education which provides positive preparation for life. We nurture individual development so future aspirations can be realised. By expanding their language ability and subject knowledge we challenge pupils to build the skills they need for success at university or whatever avenue they decide to follow.

Our pupils are well-mannered, focused and demonstrate a strong commitment to their studies. With a high staff-to-student ratio, our teaching approach gives students the individual support they require to reach their learning goals.



## Our **HISTORY**

Our international community makes it a special place to work and study

The vision of two inspirational women remains as true today as it was in 1953. The College was founded by Anne Dreydel and Pamela Morris who wanted to rebuild relations between students from around the world after the Second World War. Our mission to 'advance international understanding' is woven into the texture of everything we stand for.

# WHY work here?

As you wander around the college you will notice the energetic chatter of happy and content students and the thriving buzz of college life. We are an independent school but not a gated community, which fosters independence and confidence in our students. Our 25 beautiful north Oxford buildings are grouped around Banbury Road just south of Summertown and we have a fantastic work environment for staff. Our premises combine both traditional Victorian and Edwardian buildings with modern purpose-built teaching spaces. As well as high-quality facilities we also have beautiful green open spaces which provides wonderful relaxing breakout spaces for both students and staff!

As a staff member, you will benefit from being able to immerse yourself in an international setting. We are proud of the diversity of the college community and the impact it has on the culture and life of the college; it comprises of students, staff and alumni from all over the world.

This is an exciting time to join our team. You will be joining us at a time where our shared mission of 'international education and understanding' has never been more important! Our staff are integral in instilling these values and supporting pupils to flourish. As a colleague, you will be working alongside dedicated, passionate and committed team members. No matter what your job role, whether you are part of our maintenance team or a member of academic staff, ours really is a cooperative and supportive work environment. We are looking for like-minded individuals who are hard-working, motivated and passionate about delivering a positive student experience and developing their own career in a diverse educational setting.



As well as our excellent work environment, we offer a generous range of benefits for everyone who works here.

Our benefits include:

- Competitive rates-of-pay
- Subsidised accommodation
- Free food on working days when students are in residence
- Paid induction
- Access to a range of academic resources in our Library
- Professional development opportunities
- Some parking available on campus
- Easy access to Oxford city centre
- Paid DBS check



# OXFORD

Oxford draws people from all over the world to study and live in the city. With a rich mix of international academic talent, the city is bubbling with intellectual vibrancy.

As well as the academic resources, it is a thriving multicultural city with beautiful architecture, cultural sites, green spaces and riverside walks.

We recommend that you explore the beautiful university city with its rich historic traditions and vibrant modern lifestyle. The city includes world-famous museums, art

galleries, university colleges and parks as well as shopping centres, restaurants and bars. Oxford is home to the Ashmolean Museum, Pitt Rivers Museum and the Bodleian Library. A few miles away there are also beautiful little charming Cotswold villages. From dreaming spires and cobbled streets to exciting cultural attractions the area offers something for everyone!

St Clare's is based in the leafy suburbs of north Oxford, which is only a 20-minute walk from the city centre and a 60-minute train journey from London.

# Summer House Parent

## The Role

The Summer House Parent is responsible for the welfare of residential students aged 15 to 17 who are participating in the St Clare's summer school.

The House Parent will be allocated a Boarding House to supervise in the evening and overnight including weekends. However, they will also be required to be an active member of the House Parent team and provide general supervision to students during the day on a rota basis.

This is a residential role.

## Reporting Structure

You will report to the Director of Summer Schools and Short Courses and will liaise on a daily basis with the Summer operations team and the Welfare Team which includes the College Nurse.

## Key Responsibilities

1. Keep up to date records of the students in the boarding house by retrieving reports online and keeping up to date with communications by e-mail, Whatsapp and in meetings.
2. Collect and check student lists each week paying special attention to last minute updates ahead of new arrivals on Sundays.
3. Pay special attention to any medical conditions and/or any special requests or adjustments as required, in liaison with the College Nurse and the Welfare Team, ensuring all needs are anticipated and adequately met.
4. Management of house information and systems by ensuring the student notice-board is kept up-to-date; signing in/out procedures are adhered to; visitor times are regulated and supervised; keys and access cards are effectively managed and mobile phone numbers are collected from each new student in the house and the student code of conduct is understood and enforced.
5. Ensure fire exits remain unobstructed and students are aware of exit points, evacuation procedures and fire-fighting appliances. House Parents are required to carry out weekly checks and fire drills; and maintain a log book.
6. 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 to community spirit and a sense of belonging.
7. Monitor students 'whereabouts' using the online form submissions and Whatsapp where necessary. Promptly reporting any issues to the Welfare Team.
8. Support the Welfare Team 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.
9. Remaining in the house premises after curfew, sleeping in residence dealing with any unexpected emergencies that may occur in the house during the night.
10. Performing daily checks of each student bedroom and the rest of the boarding house, reporting issues to the Housekeeping or Maintenance teams and ensure the house and facilities are being respected by the students.
11. Liaise with the College Nurses and/or the Welfare Team 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. On completion of training and strictly under the guidance of the College Nurse, administer medication as required.
12. 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 comprehensive house meeting to brief new students on the house rules and systems, including Health and Safety.

# Summer House Parent

13. On departure days, collect keys, carry out a room check and ensure students have all of their personal belongings and any damage has been reported and charged for.

14. Under the guidance of the College Nurse attend doctor appointments or arrange hospital visits if illness occurs outside college surgery hours (consulting 111 if advice is needed).

15. Maintain discipline in the house and monitoring common areas when on duty, liaising with the Welfare Team and the Director of Summer Schools and Short Courses on all serious offences.

16. Carry out frequent house meetings to communicate information and to gather feedback from students to report to the Director of Summer Schools and Short Courses.

17. Attend weekly House Parent meetings.

# Terms and Conditions

## Place of work

139 Banbury Road, Oxford, OX2 7AL

## Start date

The Teenager programme runs from June 22nd to August 17th 2025. Contracts of varying lengths will be offered according to the needs of the summer school. This will be discussed and agreed prior to the offer being made.

## Hours of work

36 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.

## Accommodation and meals

Accommodation is provided as residency is contractually required and employees are entitled to three meals a day when students are on site.

## Pay

	Weekly pay	Weekly holiday pay	Total weekly pay
	£427.35	£51.58	£478.93
Additional Hours (training, induction) hourly pay	£12.21	£ 1.47	£13.68



# The PERSON



- Responsible individual who has 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

# How to **APPLY**

## Applications

Please submit your cv alongside a fully completed application form to: [summer.recruitment@stclares.ac.uk](mailto:summer.recruitment@stclares.ac.uk).

## Police checks

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.

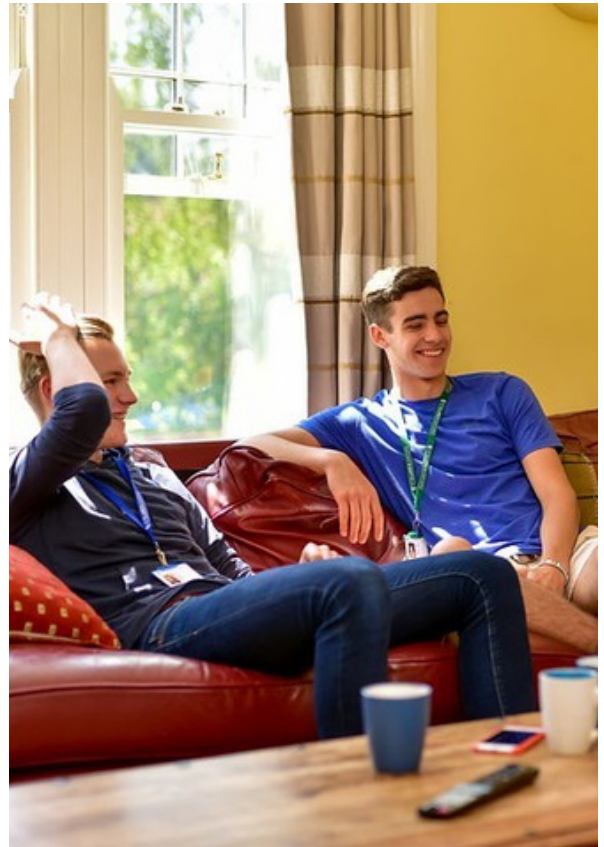
## References

Two written and phone references are required.

## Pre-employment Checks

St Clare's is committed to safeguarding the welfare of children and expects all staff and volunteers to share in this responsibility.

As a result, all offers of employment and contracts are subject to satisfactory references and a number of pre-employment checks including Disclosure and Barring Service (DBS) checks, health assessments, verifying right to work in the UK as well as other checks appropriate to the post. We are bound by the guidance set in the 'Keeping Children Safe in Education' policy, and ensure all our procedures align with this.



### Find us online

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