

## Job Description: **Houseparent**

<b><u>Responsible to</u></b>	The Head of Residential Care and, through her, the Principal.
<b><u>Responsible for</u></b>	Helping to develop the small team of boarding staff and the care and welfare of students in the Girls' Boarding House.
<b><u>Aim of the Post</u></b>	In conjunction with the Head of Residential Care, to manage the staffing, organisation and resources of the boarding house and to provide for the safety, good discipline and pastoral well-being of all the pupils in the house.
<b><u>Principal Responsibility Areas</u></b>	<ol style="list-style-type: none"><li>1. To be aware of the implications of the National Minimum Standards for Residential Special Schools for welfare and pastoral care in the boarding house.</li><li>2. To provide the boarding staff with a clear statement of their roles and responsibilities, and to provide for a periodic review of their performance according to school policy.</li><li>3. To develop and manage the house team, i.e., boarding staff and house prefects (if appointed) so that they can play their part in carrying out effectively the tasks that follow, according to their roles and responsibilities.</li><li>4. To ensure that boarding and domestic staff, parents and pupils understand the aims and objectives of boarding in the house, and the principles on which community life in the house is based.</li><li>5. To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed so that individual opportunities, talents and potential are developed and maximised.</li><li>6. To implement staff supervision to ensure the safety and security (including emotional) of all pupils at all times when they are in the school's charge (including mealtimes, weekends, and on expeditions and outings); to ensure that adequate arrangements for 'back up' cover are made.</li><li>7. To liaise with the matron and school doctor to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle.</li><li>8. To liaise with other boarding and laundry staff to ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.</li></ol>

9. To develop in the pupils 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.
10. To ensure that a full and varied programme of extra-curricular activities is available, and pupils (particularly younger ones) are appropriately occupied at all times.
11. To be aware of the academic strengths and weaknesses of pupils; to liaise with form tutors to ensure that relevant background circumstances of pupils are known and discussed.
12. To communicate regularly with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.
13. To keep suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required.
14. To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to liaise with the boarding staff or tutors of the student's siblings, if appropriate.
15. To support the careers department in providing advice and support on planning and decisions for subject options and further education choices.
16. To support the school's disciplinary policy 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 boarding house and school; to inform the Head of Boarding, Safeguarding officer or Principal in any cases of severe bullying, substance misuse or sexual misconduct.
17. To ensure that all members of the boarding staff team (including other non-teaching personnel in the house, as well as senior students as appropriate) are familiar with the school's policies and procedures for child protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.
18. To take part in such performance management or staff review arrangements made by the school.
19. To be prepared to drive the school minibus, as and when required (training will be provided as required).
20. To perform any other key tasks which the Head of Residential Care may reasonably assign.
21. To carry out all duties in a manner which complies with:
  - (a) current Health and Safety and Safeguarding Regulations
  - (b) the requirements of the Children's Charter
  - (c) the School's security requirements
  - (d) the requirements of Frewen College's policy documents

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|  | <ol style="list-style-type: none"><li>22. To participate in appropriate meetings with colleagues, parents and pupils.</li><li>23. To play an active part in promoting the school ethos, vision, mission and values.</li></ol> |
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