

## **Job Description**

<b>Job Title:</b>	<b>House Parent (Residential)</b>
<b>Department:</b>	<b>Summer School</b>
<b>Responsible to:</b>	<b>Pupil Services Manager</b>
<b>Last reviewed:</b>	<b>November 2024</b>

### **Job Outline**

In 2022 Haileybury delivered its first International Summer School and we are building on this success in 2025. The programme has an academic focus and it is aimed at international students aged 11-17 with varying levels of English. The different courses include an impressive range of activities and some exciting excursions.

The House Parent will help create a happy and homely living environment in the boarding house and ensure that pupils feel relaxed and supported. You will be responsible for ensuring that students know how their days will be scheduled what to expect, what is expected of them and that they follow rules. You will be responsible for administering any medication that pupils bring and you will liaise with the Pupil Services Manager and School Nurse about other welfare and medical matters.

The nature of a 24 hour a day, 7 days per week summer school requires staff to work flexibly. The work is intense, days are long and whether on or off duty, staff are expected to put the needs of the students and the reputation of the school first. However, it is extremely rewarding and enables staff to develop their knowledge and skills in a vibrant, energetic workplace. You will work a 6-day week and be asked to sign a 48-hour waiver.

### **Purpose**

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### **Duties**

- Undertake the day-to-day management of a boarding house and care of its students. Liaise with the Housekeeping team and Head of Health and Safety to ensure a safe, clean, living space.
- Take regular house registers and run daily house meetings.
- Work with all members of staff to ensure a comprehensive welfare service which considers the physical and emotional well-being of all students.
- Ensure that students keep bedrooms clean and tidy and respect the property of the School, other students and staff.

- Monitor students' behaviour and ensure they are making friends, eating well and settling in.
- Maintain accurate and efficient administration records.
- Dispense any prescription and over-the counter medicines as directed by the School Nurse or Pupil Services Manager.
- Assist with activities and excursions as required.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

### House Parent Person Specification

	Essential	Desirable
<b>Qualifications</b>		
QTS		✓
Qualification in child care, social work, health care, etc.		✓
A recognised First Aid qualification		✓
A full, clean, UK driving licence		✓
<b>Knowledge, Skills and Experience</b>		
Experience of working in a residential summer school or other residential setting with young people	✓	
Experience of leading a team		✓
Strong leadership and organisational skills		✓
Experience and knowledge of health and safety in an educational context		✓
Experience of working with international teenagers and an understanding of their needs		✓
Ability to solve problems and support young people	✓	
Ability to adapt to a fast-paced, and at times, unpredictable working environment	✓	
High level of computer literacy, particularly Outlook, Google, Google, Excel and PowerPoint	✓	
Good numeracy and literacy skills	✓	
<b>Personal Attributes</b>		
Excellent communication skills with all relevant client groups, both internally and externally	✓	
Highly articulate and confident	✓	
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Self-motivated and proactive	✓	
Flexible with the ability to adapt to changes to work schedules	✓	
Genuine interest in working with young people	✓	
Well organised with the ability to prioritise work to deadlines and under pressure	✓	
Honest, polite, reliable, resourceful, punctual and committed	✓	