**House Parent Job Description**

The importance of SBC House Parents cannot be underestimated, as they are primarily responsible for the day-to-day pastoral care of our students. The welfare of students is the main priority during the summer and therefore House Parents will need to be highly attentive, patient and well organised in their approach to welfare and pastoral issues.

The success or otherwise of a summer school depends largely on students feeling confident and happy. This often stems from a positive, structured and inclusive atmosphere of our boarding houses. Therefore, a significant part of the House Parent role is working towards generating a positive environment in the boarding house. The atmosphere of the houses must reflect the overall SBC ethos of inclusiveness, compassion, respect and empowerment.

With students from a diverse range of countries and cultures, it is paramount that the House Parent displays a big enough presence to bring everyone together and create a fun, welcoming and vibrant atmosphere in the house while also being responsive to the individual needs of students. As a senior role, House Parents will be expected to take ownership of all matters within their boarding house and create a fun yet disciplined atmosphere. House Parents will also be required to induct other members of staff to support them in their duties and contribute to the successful running of the boarding house.

**Hours of Work:**

Due to the nature of the role, House Parents work six days out of seven and will have one full day off per week. House Parents are required to work intermittently throughout the day, beginning with wake-up duties, and finishing with lights-out. However, the individual periods of work throughout the day are shorter than English lessons or activity sessions, which means over a week, House Parents will be on duty approximately the same length as other non-management staff.

**Pay**:

£575 per week

**Contract Dates**:

Various - depending on school and position

Between 3rd July and 21st August

**Main Duties**:

* Take overall responsibility for the welfare of all students
* Attend pre-course House Parent training
* Complete a First Aid course (arranged by SBC) and act as a school First Aider
* Welcome students and parents arriving at the school being prepared to reassure and answer queries about pastoral and other elements of summer school life.
* Assist the Summer School Director with room allocations, helping students to their rooms and making them feel welcome
* Ensure rooms are prepared for student arrivals and are tidy on departure
* Attend daily House Parent meetings with the Welfare Coordinator/Student Director, monitoring, recording and reporting any issues within the house.
* Ensure that Welfare Coordinator, Student Director and Summer School Director are aware of any behaviour or welfare issues.
* Keep records of incidents/sickness and medical issues and inform the Welfare Co-ordinator and Student Director thereof – Summer School Director when necessary.
* Induct staff members to the workings of the boarding house, how to deliver pastoral care and support you effectively in your House Parent duties.
* Be on duty during designated meal and break times ensuring appropriate standards of student behaviour and supervising student welfare at all times
* Be responsible for attending to unwell students and making arrangements with doctors – where applicable this may be in conjunction with the Welfare Coordinator
* Be confident and able to liaise and communicate with parents about boarding house matters either by telephone or face-to-face
* Make sure rooms are cleaned satisfactorily by cleaning staff, oversee general boarding house tidiness and report any maintenance issues to the Student Director
* Perform daily lights out and wake up duties, assisted by a designated member of staff
* Be prepared to take a ‘mum’ or ‘dad’ role (particularly to younger students) when required, particularly when homesickness occurs
* Develop a strong house identity and ethos incorporating values of respect, tolerance, comradery and community.
* Arrange telephone times for the younger students
* Oversee and support students with issues of hygiene
* Plan and deliver in-house activity nights for the students in your house, supported by the other staff in your team (not more than once a week)
* Manage the boarding house laundry operations in conjunction with the Student Director, ensuring students are advised and assisted when sending clothes to the weekly external laundry service
* Be able to address student behavioural issues in a professional, empathic and positively reinforced manner.
* When required lead groups of students on excursions, following pre-planned itineraries.
* Liaise with the Office Coordinator regarding Pocket Money (in particular with younger students) and students on English Plus.
* Help coordinate Arrival and Departures days with the management team, liaising again with the Office Coordinator regarding any known early/late arrivals/departures.
* Be able to show a large degree of flexibility on these days as there are often last-minute changes, which will be communicated with you when known.

**General Duties**:

* Escort students to their houses and supervise while in the houses
* If required, supervise or assist with a weekly excursion or evening activity session
* Help ensure that the students do not breach the rules of the school
* Assist at any time, whether on duty or not, with an emergency situation, or where a student is ill or injured
* Engage with the students at all times in a friendly but professional manner
* Provide feedback on your experiences during and also at the end of summer.

**PERSON SPECIFICATION**

All members of staff employed by SBC to work at the summer school will be expected to bring certain key qualities to the operation. Generally, there must be a real interest in working with children and in particular a strong empathy for working with international children. In general terms we look for staff to be:

* Approachable and empathic to the needs of students
* Enthusiastic
* Diplomatic
* Flexible

Although House Parents are not required to teach the English language lessons, we do expect them to be able to communicate effectively with our students, using an appropriate level of language to suit the group. House parents must demonstrate patience, empathy and an emotional awareness towards students both individually and in within a group setting. We expect House Parents to take control of students and to manage discipline and behavioural issues in a firm, positive and constructive manner.

The safety and welfare of our students is of paramount importance at all times and this should therefore be the priority of House Parents, with particular thought and attention paid to managing the children both in houses and off-site, often in busy public places.

House Parents must be friendly, respectful and must demonstrate a genuine ability and interest in engaging with the children at all times. They must be flexible, work well under pressure, be helpful and will most certainly require a good sense of fun!

Should you be successful...

* We will require the details of two recent and relevant referees who we will contact.
* Any gaps in your CV will be enquired about, and must be explained satisfactorily.
* You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), and equivalent if living outside the UK, and you will be asked to sign the Children’s Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.
* Official identification and certificates (either originals or certified copies) will be required for our records.

*Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*