

**ST MARGARET'S**  
SCHOOL

## **Residential House Parent (Full-time)**

**Required January 2024**

**Salary: £30,000-£33,000 dependent on experience**

St Margaret's School is looking for a caring, residential House Parent for our boarding house. You will be enthusiastic about the delivery of pastoral care and take responsibility for the leadership and management of a small dedicated team in the 11-18 boarding house with its friendly, family atmosphere.

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

**Closing date for applications: Thursday 26 October at 12pm**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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### JOB DESCRIPTION - HOUSE PARENT

- Job Title:** House Parent
- Job Purpose:** To lead, manage and monitor the running of the boarding house in accordance with the DfE National Minimum standards for boarding schools
- Responsible to:** Vice Principal and ultimately Head
- Responsible for:** Boarding pupils and house staff working in the boarding house

This job description provides a guide to, and general description of the duties and responsibilities of the House Parent. It is not intended to be wholly definitive; therefore, the incumbent shall not be constrained from providing such support as may be properly attributed by the School over time to the role of the House Parent. In this respect, the House Parent will be expected to undertake any other related tasks as may reasonably be requested by the Head, or Vice Principal.

### Aims and Functions

- To act “in loco parentis” for the pupils and to provide all boarders with the best possible experience of a boarding education by ensuring a supportive environment: a home from home for boarders in order that they thrive academically and pastorally
- To ensure the safety, good discipline and pastoral well-being of all boarders
- To manage effectively and efficiently the staffing, organisation and resources of the Boarding House
- To oversee Health and Safety standards and requirements within the Boarding House

### Care, Welfare and Development of Boarding Pupils

The House Parent should:

- Know each student personally and be concerned for their development – academic, social and personal welfare
- Liaise with Heads of Year, Form Tutors and senior staff in respect of each student
- Develop awareness of general health, hygiene, eating and sleeping natures and liaise with the School Nurse on a regular basis, i.e. (i) ensuring that every student attends all meals and supervised study as a matter of course by completing the relevant registers and (ii) establish and maintain an orderly bedtime routine
- Implement and maintain the National Minimum Standards for Boarding Schools for welfare and pastoral care in the Boarding House: Annually review and develop House Policies and Handbooks
- Have oversight of dormitories on a daily basis ensuring that they are tidy and clean
- Follow the school’s policies and procedures and ensure that all members of the boarding staff team (including senior pupils where appropriate) are familiar with these policies and are aware of the appropriate response needed in these areas

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- Support the school's disciplinary policy and define and implement a clearly understood and fair system of sanctions within the House in relation to the school's code of conduct. They should inform the Designated Senior Person for Child Protection of any concerns regarding Child Protection or the safeguarding of children or anything that would require further action beyond the remit of the House Staff. The House Parent may not keep any matter confidential that might seriously affect an individual pupil, other pupils or the reputation of the School. Any matters of this nature should immediately be brought to the attention of the Head and the Vice Principal. All matters of discipline should be brought to the House Staff meetings and, in particular, serious breaches of discipline should always be aired and must not be concealed. Decisions which would normally fall to a parent regarding permission for a sixth form student to take paid employment or go off campus for some other similar reason must be taken by the Head or the Vice Principal
- Oversee the Boarding Council and Food Committee for pupils that meet regularly to discuss any issues concerning the House
- Develop, in the pupils, a sense of collective responsibility and sensitivity to the difficulties and needs, of others, and to encourage such support and help for each other as is appropriate
- Ensure the safety and security (physical and emotional) of all pupils in the House at all times when they are in the school's care

### House Parent records

The House Parent is responsible for:

- Maintaining administration files detailing procedures and routines
- Maintaining individual student files including, as appropriate individual welfare plans/individual education plans
- Ensuring exeat permission forms are completed and authorised
- Keeping careful records pertaining to trips and visits, permissions to stay away with guardian or parents
- Ensuring that the 'handover' log book, discipline, medication, sanctions and other centralised records including those maintained electronically are kept up to date
- Maintaining records e.g. emails of all communications/contacts with parents and guardians
- Developing and managing members of the House Team: reviewing performances and continuing professional development in annual appraisal
- Attending the formal weekly House Staff meetings that are chaired by the Vice Principal
- Furnishings, fixtures, fittings, all housekeeping and maintenance matters in the Boarding House
- The House accounts i.e. the keeping and dispensing of pocket money and the Boarding House Budget

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### Contact with Parents

House staff play a key role in developing mutual trust and partnership between home and school. Regular communication with parents is invaluable, particularly for those who live abroad. Contact may be maintained by means in informal meetings, by telephone, by email or by newsletter. Weekends are a good opportunity to keep in touch with parents or guardians who collect/bring pupils to school by car.

Parents are requested to address routine communications to the House Parent. It is important to keep a record of exchanges between school and home. Significant issues must be brought to the attention of the Head and/or the Vice Principal. The content of routine emails/telephone calls should be briefly recorded in the daily log.

Full reports are written for each student twice each year. The House Parent will be particularly concerned with the boarders':

- Organisation of time and approach to study
- Social integration
- Contribution to the activities and the community life in the School
- Conduct and behaviour in the Boarding House

### Guardians

We require pupils from overseas families to have a guardian in the United Kingdom who is prepared to act 'in loco parentis'. The House Parent should liaise with the Admissions Team to ensure that every such student has a guardian.

Some guardians are 'naturals', others who offer to do this job have no previous experience of boarding schools and may lack confidence. The House Parent can do a great deal to increase the confidence and effectiveness of guardians by:

- Making a point of meeting them at the beginning of the school year
- Keeping them in the picture (too much information is better than too little)

### Duties and Tasks

- To work with the Marketing and Admissions Department, Vice Principal and the Head to promote Boarding. This includes being involved in marketing the school on Open Days and at other times when prospective parents are visiting and want to see the boarding provision
- To ensure that a full and varied programme of extra-curricular activities is available within the Boarding House and to encourage pupils to be involved in a range of activities, particularly at weekends
- To develop a programme of House trips which are popular with the pupils and to ensure that they are staffed and planned appropriately
- To be responsible for the safekeeping of all passports and airline tickets belonging to the pupils
- To be responsible together with the other members of the House Staff team for the locking of the main building when on duty

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- To be resident in the accommodation provided by the School during term time, and to coordinate the beginning and the ends of term i.e.:
  - Be back at school at least 1 full day after the 3 main holidays in time to establish that all boarding arrangements have been completed before the return of the first student and after long weekends or half term holidays before the first student arrives back (5.00 p.m. on the Sunday) and stay at school until all pupils
  - have left for the full or half term holidays; routinely being present on site during the first and last week of any term
  - Ensure that all areas have been left in good order before leaving for any holiday. This includes that all lights are switched off, taps turned off, windows closed and doors locked before any staff leave
  - Sleep in School each night except for your main two off duty nights each week (other off duty evenings do not normally allow for sleeping out of school)
  - Whenever on campus, whether on or off duty, not being unfit to respond due to the influence of alcohol or drugs, for purpose of dealing with emergencies or unexpected contact with visitors, parents, staff or pupils
  - Deal with emergencies of any kind, including escorting pupils to hospital, in the event that the School Nurse is not available to do so
- To attend Chapel services and school assemblies. To organise Sunday House Assemblies for boarders.
- To attend such meetings and official School functions as are appropriate to the role
- To perform any other key task which the Head or Vice Principal may reasonably assign
- Oversee regular fire practices each term in the evenings, during the night and at weekends
- Maintain an up-to-date working knowledge of the procedures required by the UKVI with regard to international students and implement them appropriately

### Other Aspects

#### Accommodation / Residential Requirements

House staff are required to reside at the School during term time when on duty. Accommodation for this post is in the Main Building. It is not suitable for families. The entire school site is a non-smoking area. All meals are provided free for staff during term time. House staff are responsible for the cleaning of their own accommodation although suitable equipment and materials can be provided.

It is intended that the House Parent will have 2 consecutive days off during a week's duty and will have ½ a day over the weekend off duty. Boarding staff may use the School sports facilities (at allocated staff times).

#### Appraisal

The Vice Principal will appraise the House Parent each academic year. An appraisal is designed to help and encourage professional development and performance.

The House Parent will appraise the other House staff.

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## **Training**

The House Parent will be expected to undertake the relevant Boarding Schools' Association qualifications at the level applicable, if they have not already done so. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

## **Further particulars**

The House Parent has overall responsibility for the welfare of the children and the affairs of the Boarding House under the direction of the Vice Principal who is also the Head of Boarding.

The remuneration package, including accommodation, will be dependent on the qualifications and experience of the successful candidate.

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## House Parent – Person Specification

QUALIFICATIONS/EXPERIENCE/DEVELOPMENT	ESSENTIAL	DESIRABLE
Experience of working with young people in a school setting	✓	
Experience of working in a residential setting		✓
Experience of leadership and management	✓	
Be first aid trained / willing to train in first aid	✓	
To hold a BSA Boarding qualification	✓	
	✓	
<b>KNOWLEDGE, SKILLS &amp; PERSONAL QUALITIES</b>		
Be committed to safeguarding the physical, emotional and mental well being of young people	✓	
Understand the importance of developing appropriate working relationships with young people	✓	
Have the ability to treat all with respect without regard to gender, age, religion, race or sexual orientation	✓	
Be responsible, honest & reliable	✓	
Possess effective communication skills, both written and spoken, for dealing with pupils, parents and staff	✓	
To be confident with the use of IT and Management Information Systems	✓	
Possess good organisational skills	✓	
Understand the importance of attention to detail	✓	
Have the ability to work with flexibility & with initiative	✓	
Have the ability to work well and harmoniously within a small team	✓	
Be adaptable and self motivated	✓	
Set high standards for self and others	✓	
Be able to delegate	✓	
Be able to motivate	✓	
Be willing to hold people to account	✓	
Willing to engage in the wider life of the school	✓	
Keen to run a wide range of outings and activities	✓	
<b>DISPOSITION</b>		
Be helpful and have a calm & professional disposition	✓	
Possess a professional manner & attitude	✓	
Be energetic, enthusiastic and caring	✓	
<b>OTHER</b>		
Be fully committed to boarding school life	✓	
Hold a UK driving licence	✓	
Be prepared to drive/train to drive the school minibus	✓	