

	Job Description	
	Role: Non-residential Houseparent	
	Grade: H1	Reports to: Head of Boys Boarding House
	Role specifics: 15 hours per week, term time only	

Post Responsibility

As a Non-residential Houseparent, you will form part of the team of staff responsible for providing pastoral care to our boarding students, and the key function is to assist the Residential Houseparents with their evening duties.

General Requirements

- You will work a shift pattern, as established by the Head of Boarding House and the Director of Boarding. You will cover shifts in both Crosthwaite House (Boys) and Keswick House (Girls).
- The shift pattern will be three evenings per week (Monday, Tuesday and Thursday), 5:00 pm to 10:30 pm
- Your main duties will include helping resident staff with afternoon tea for the Boarders, supervising prep sessions, attending supper with the Boarders and assisting resident staff with any evening duties required as well as supporting with bedtime routines for the year groups.
- You will be assisted by resident staff working to ensure that the staff operate as a team and that their energies and skills are used in the best interests of all boarders resident in the House.
- Appropriate professional appearance and dress is required at all times, to suit the needs of the role.

A Specific Tasks document relevant to the individual role and according to individual departmental requirements is provided separately. These tasks will be subject to review within organisational needs.

Contacts

Boarders

Residential staff

The Designated Safeguarding Person

Accommodation

The role is a non-residential role.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure & Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure, with list checks, will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 2-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

Knowledge, experience and personal attributes

Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience of working with young people ▪ Ability to be calm and act 'in loco parentis' and form healthy working relationships with boarders ▪ Ability to communicate effectively with students and staff alike ▪ Exhibit enthusiasm and passion for supporting students • Ability to work on own initiative and within a team to get tasks done 	<ul style="list-style-type: none"> ▪ Child protection and safeguarding training ▪ Experience of working in a school setting or boarding house ▪ First aid qualification • Knowledge of ICT systems

Postholder name:	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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