



Mount St Mary's College / Barlborough Hall School

Job Description

Job Title:	Houseparent
Department:	Boarding
Location:	Mount St Mary's College
Accommodation:	The post-holder is required to live on site during term time in one of the School's boarding houses
Hours of Work:	<p>Full time, term-time plus 3 weeks, to include the week before a new academic year, one day after the end of each half and full term, one to two days before the beginning of a new half or full term; in order to prepare the boarding houses and plan the term ahead.</p> <p>6 days per week will be allocated on a rota system with one weekend off each half term.</p> <p>Time off during the day will be allocated while the boarders are in lessons.</p>
Responsible to:	Deputy Head (Pastoral) Contingent Commander for Combined Cadet Force (CCF) duties
Responsible for:	Boarding students, Assistant Houseparents, Boarding Tutors, and support staff working in the boarding houses

Job Purpose

To lead, manage and monitor the running of a boarding house; to promote boarding and to ensure the welfare and well-being of boarders. To assist the Deputy Head (Pastoral) in promoting boarding and be engaged in the recruitment of new boarders. To encourage and ensure boarding students take part in all activities and to manage their pastoral care, ensuring they are safe and happy in the school environment. To be a visible presence around the school and in the staff rooms. To support the Executive in implementing the aims and objectives of the school. To act as a professional and positive ambassador for the School and ensure that Boarding contributes to and supports the School's Jesuit identity, mission, objectives and profile.

The role of Houseparent also plays a key role in the schools Combined Cadet Force (CCF) as a Cadet Force Adult Volunteer (CAV) and will support the delivery of high quality training to the cadets on a weekly basis.

Main duties and responsibilities

Leadership

- Oversight and close liaison with the House Team, including boarding tutors, to ensure high standards of pastoral care.
- Ensure that the Boarding team, boarders and parents understand the aims and objectives of boarding at the School and the principles on which community life in boarding is based, with particular reference to the charism of St Ignatius of Loyola.
- Be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House.
- Support the Deputy Head Pastoral in ensuring a strategic and systematic approach to planning, reviewing and evaluation of the boarding provision, including producing a Boarding Development Plan to be reviewed annually.
- Contribute to the annual updating of the Boarding Handbook for staff, boarders and parents; outlining boarding policies, procedures and practices and ensuring these are followed.
- Liaise with parents and coordinate and manage the transport arrangements for the boarders at the start and end of each term and half term.
- Respond effectively and professionally to parental complaints in a timely manner.
- Ensure that the individual circumstances, needs, strengths and areas for development of each boarding pupil are identified and known to boarding staff.
- Ensure that all boarders make good social and academic progress by liaising with the Senior Leadership and Pastoral teams, the School Nurse, teachers, tutors and parents.
- Keep suitable records of boarders' progress, welfare, health, and emotional wellbeing, achievements and misconduct and report regularly to the Senior Leadership Team and parents.
- Work with the Deputy Head (Pastoral); on the boarding Self Evaluation Form and the maintenance of ISI documentation; developing and embedding a cycle of Boarding Self Evaluation to include annual student confidential questionnaire results covering both education and welfare, to ensure self-evaluation is at the heart of boarding leadership and informs development planning.
- Take responsibility for the Health and Safety within the House.
- To assist in developing and managing the House Team so they can play their part in carrying out effectively.
- Ensure senior pupils are aware and understand their responsibilities within the house and discharge them effectively.

Pastoral Care

- Responsible at all times to the Deputy Head Pastoral for the welfare of boarders in their House and to act as a reasonable parent in interpreting their responsibilities.
- Liaise closely with, and oversee the work of, all members of the House team, including Boarding Tutors and ensure a high standard of pastoral care.
- Lead, contribute to and evaluate the induction of boarding staff.
- Ensure that pupils new to the school are inducted and supported appropriately.
- Develop and maintain a boarding environment in which each student is able to develop his or her talents and interests to the full, and can exhibit and develop leadership qualities.

- Provide a sympathetic presence in the House, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with House and other staff concerning the progress and welfare of pupils.
- Listen sensitively to boarders, at a time and place that is conducive to good communication, concerning any emotional, academic, social or behaviour problems they may have; to inform the Designated Lead for Safeguarding of any child protection concerns.
- Implement the School's behaviour policy effectively to maintain discipline within the House and create an environment where all forms of bullying and anti-social behaviour are regarded as unacceptable.
- Oversee the maintenance and upgrading of the fabric and furniture and facilities of the house. Investigating promptly any incidents resulting in damage to school property and ensure damaged is recharged appropriately.
- Ensure that the School's safeguarding policies on child protection, and health and safety are implemented effectively.
- Oversee the health and welfare of students through effective liaison with Medical Centre staff.
- Set high expectations of academic work among the students in the House, overseeing their academic progress and supporting classroom teachers in encouraging high levels of effort and attainment.
- Maximise every opportunity to cultivate contact and communicate with parents to ensure they are fully informed about their child's progress and welfare and to ensure that any family incidents or problems are brought to the attention of those who need to know.
- Ensure that a full and varied programme of extra-curricular programme of enriching activities is available to boarders at evenings and at weekends including regular Sunday outings.
- Keep suitable records of boarders' progress, welfare, health, emotional well-being, achievements and misconduct; to provide such reports and references as may be required.
- Ensuring all boarding houses are adequately staffed by appropriate adults whilst boarders are in residence.
- To support the Deputy Head Pastoral in dealing with areas of concern, following the procedure and policies put in place by the School.
- Provide positive support as and when it is required to enable the smooth running of the School and Boarding Houses

Safeguarding

- Set the very highest standards of care for the students that they are responsible for.
- Ensure that arrangements for safeguarding and child protection are outstanding.
- Play a lead role in ensuring that the boarding practices and procedures are being followed.
- Ensure the security of the house and the health and safety of those in residence are a key priority.

Marketing

- Develop the marketing and promotion of Mount boarding and working with the Director of Admissions, Marketing and Development establish a robust marketing strategy for boarding supported by a three year plan for delivery.
- Lead tours of the Boarding Houses for potential pupils and parents.
- Facilitate taster days, tours and open mornings in order to market the facilities to potential pupils from overseas and the UK.

- Attend marketing events and appropriate Boarding School Fairs within the UK and abroad to raise the profile of Mount St Mary's College and to generate and obtain sufficient leads.
- Attend school events such as, Prize Giving, Carol Services, and Open Mornings, to promote Boarding where applicable.
- Contribute to discussions to establish and implement a vision for potential expansion of boarding to be presented to the Governing Body.

Admissions

- Work closely with the admissions department to ensure a smooth 'journey' for all boarders at Mount St Mary's liaising with Heads of School and Form Tutors as necessary.
- Ensure all admissions protocols and procedures are adhered to, in particular in relation to eligibility of students to attend a UK boarding school, acting as the school's Standing Authority for 3rd party collection of Biometric Residence Permits on behalf of overseas pupils.

Financial Management

- Working with the Deputy Head Pastoral, produce the budget requests for the House, exercising careful control over expenditure.

Communication

- Immediate responsibility for the staff in their House, and liaison, where necessary, with other staff in the school.
- Ensure close liaison with Housekeeping team and nursing staff who are also important members of the Boarding Team.
- Active membership of the Boarding Leadership Team which meets on a regular basis.
- Inform the Facilities Manager through the maintenance database, of any maintenance work needed and give an indication of the urgency of the work requested.
- When necessary, produce reports to Governors to ensure they remain well informed about boarding and are able to fulfil their monitoring role.
- Review all boarding documentation at least annually, which is sent to new boarders, making the appropriate changes for the new academic year.
- Represent the interests of boarding at Senior Leadership meetings and ensure the provision is increasingly integrated into the work and life of the whole school.
- Liaise with the Facilities Manager over operational issues in particular safety, security and emergency response.
- Act as fire warden.
- Attend and actively participate in any meetings that may be required to fulfil the requirements of the role.

Cadet Force Adult Volunteer (CFAV) duties

- In addition to Houseparent duties, the post holder will also undertake CFAV duties as outlined in the role profile of a CFAV.

ICT

- To be a competent user of Boardingware.
- Have a good understanding and knowledge of the General Data Protection Regulations (2018) and ensure personal working practices, and those of the sports and grounds teams comply with the regulations.

Health & Safety

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations immediately to your line manager;
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare;
- Following any training you receive when using any work item provided, if applicable.

Training and Development

With the Deputy Head Pastoral you must help to identify your own training and development needs and co-operate with means to address these, for example by:

- Keeping up to date with the requirements of the role, with a willingness to gain knowledge where required.
- Continually seek development opportunities in order to improve personal performance
- Ensuring attendance at appropriate training meetings and events, and keeping up to date with the latest procedures, regulations and the external market for each particular subject/technical area relating to boarding.
- Undertaking training courses as directed.

All staff are expected to:

- a. Work towards and support the School's vision and the current objectives.
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value promote and advance equality and diversity.
- d. Work within and adhere to the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the School and its people.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct positive and courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Work within the School's pastoral and behaviour management policies and structures.
- i. Undertake other reasonable duties related to the job purpose required from time to time.

Mount St Mary's College / Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

PERSON SPECIFICATION

Houseparent	Ess	Des	MOA
EDUCATION & TRAINING			
Good academic record, with a Level 3 qualification, or equivalent as a minimum	*		A/C
Current First Aid Certificate (can be gained on employment).		*	A/C
A willingness to undertake Boarding School Association training	*		I
A full, clean driving licence	*		A/C
Willingness to drive a minibus	*		I
WORK EXPERIENCE			
Experience of working with children aged 11-18 in either a teaching/coaching/volunteering role.	*		A/I/R
Experience of working with children in a residential environment.		*	A/I/R
KNOWLEDGE			
Safeguarding and child protection legislation awareness.	*		I
Understanding of the Boarding Schools National Minimum Standards (NMS).	*		I
Excellent all round ICT knowledge with experience of using MS Word, Excel and database programmes.	*		A/I/R
Basic understanding of marketing principles and tools.	*		I
SKILLS			
Able to work in line with regulatory and statutory frameworks including Health and Safety and Safeguarding.	*		I/R
Excellent communication skills both verbal and written.	*		I/R
Good interpersonal skills with the ability to establish and maintain positive and productive working relationships with colleagues, parents and pupils.	*		I/R
Demonstrates individual initiative and ability to complete tasks without supervision whilst also being a strong team player.	*		I/R
Strong organisational and personal management skills with the ability to prioritise workload and meet deadlines.	*		I/R
Good attention to detail.	*		A/I/R
Patience and empathy with young people with the ability to listen sympathetically and act judiciously.	*		I/R
Emotional resilience, with the ability to recover quickly from difficulties and set-backs.	*		I/R
The ability to work with discretion at all times.	*		I/R
PERSONAL ATTRIBUTES			
Acts as a professional and positive role model with behaviour consistent with the values of the School.	*		I
Hard working and committed to delivering high quality customer service to pupils and parents.	*		I
Adaptability and flexibility to meet changing work priorities.	*		I/R
A strong work ethic with a 'can do' attitude.	*		I/R
Ability to influence and motivate people.	*		I/R
Approachable, calm and diplomatic.	*		I

Key: MOA = Method of Application; A = Application; I = Interview; Assessment = As; R = Reference; C = Certificate

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headmaster and/or your manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.