



MOUNT
ST MARY'S | BARLBOROUGH HALL

Job Description

Job Title:	Deputy 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>3 days per week (Monday-Friday) will be allocated on a rota system with alternate weekends off.</p>
Responsible to:	Houseparent
Responsible for:	Boarding students and support staff working in the boarding houses

Job Purpose

To support the running of a boarding house and to be responsible for the day-to-day care of the pupils whilst on duty; to promote boarding and to ensure the welfare and well-being of boarders. To 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 smooth running of the school during the school day by working as part of the school office team. To be the Educational Visits Co-ordinator for the whole school. 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.

Main duties and responsibilities

Leadership

- To deliver 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 charisma 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 Houseparent in their 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.
- 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 met.
- 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.
- Contribute to the keeping of suitable records of boarders' progress, welfare, health, and emotional wellbeing, achievements and misconduct and report regularly to the Senior Leadership Team and parents.
- Contribute to 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

- Be responsible for the welfare of boarders in their House and to act as a reasonable parent in interpreting their responsibilities.
- Liaise closely with all members of the House team and ensure a high standard of pastoral care.
- Contribute to the induction of boarding staff.
- Contribute to the induction of new pupils.
- 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.
- Investigate 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 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.
- To support the Houseparents and 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
- As part of the school office team assist in checking attendance, investigating pupil disciplinary incidents and supporting the removal from classroom policy.
- Take part in the staff duty rota.

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

- Contribute to the marketing and promotion of Mount.
- Lead tours of the Boarding Houses for potential pupils and parents.
- Support taster days, tours and open mornings in order to market the facilities to potential pupils from overseas and the UK.
- 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.
- Collate information for boarding newsletters

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

- Contribute to the creation of the House budget, exercising careful control over expenditure and following all financial procedures.

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 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.
- 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.

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 Houseparent 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.
- Undertake Pivotal Training in order to assist with the management of pupil behaviour.

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.