



## Job Description

### Resident Senior Houseparent

*This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.*

<b>Location:</b>	Boarding House
<b>Accountable to:</b>	The Senior Resident Houseparent is directly responsible to and supervised by the Head of Boarding. However, the Senior Resident Houseparent also receive instructions from the Head, who is in overall charge of all the activities of the College on a day-to-day basis.
<b>Responsible for:</b>	Line management of the Houseparent

#### Overall Purpose of the Job

The Senior Houseparent's primary responsibility is to ensure the safety and well-being of boarding students, supporting the day-to-day operations of the Boarding House and collaborating with the team to achieve the College's objectives.

In the absence of the Head of Boarding, the Senior Houseparent will assume their duties. As a vital member of the pastoral team, the focus will be on the students' well-being, pastoral care, and emotional development. This role is integral to the boarding school community, overseeing the overall welfare, safety, and growth of the girls in the boarding house.

The Senior Houseparent manages daily operations, offers emotional and pastoral support, and cultivates a nurturing and positive living environment. This position encourages and aids students in their learning and skill development, fostering an inclusive and supportive atmosphere. Additionally, the Senior Houseparent helps to organize and provide extracurricular activities, weekend trips, and experiences, playing a vital role in the students' day-to-day lives at St Francis' College.

The ideal candidate is an organised and proactive team player with a strong track record of working independently. They must demonstrate a balanced, fair approach and have a passion for working with young people.

This role is ideal for graduates seeking experience in a boarding school environment and is particularly suited for those interested in pursuing careers in education and pastoral care.

The Senior Houseparent's purpose is to be an effective member of the Boarding House Team, to help achieve the overall aims of the College.

#### Main Duties and Responsibilities

- Assist the Head of Boarding in caring for boarders according to the National Minimum Standards and uphold St. Francis' College's values and ethos.
- Act as a Deputy Designated Safeguarding Lead (DDSL) when the Head of Boarding is unavailable.
- Promote a homely atmosphere within the Boarding House and manage daily operations and pastoral care of pupils.
- Maintain an 'open door policy,' being available whenever on duty in the boarding house.

- Provide necessary Boarding supervision, including some morning wake-ups, meal supervision, evening routines and overnight duties when scheduled.
- Ensure boarders have necessary toiletries, equipment, and supplies, and check that younger girls are prepared for the school day.
- Monitor boarders' personal hygiene and encourage them to maintain clean and organised living areas.
- Ensure regular washing of boarders' clothes and follow up on any missing items.
- Care for any sick boarders during duty, providing meals, drinks, and medicines, and keeping relevant staff informed.
- Administer non-prescription drugs and record them on medical records, iSAMS, and Reach, ensuring drugs are stored safely.
- Record boarders' medical and pastoral details on iSAMS and Reach.
- Monitor students' health and ensure they attend necessary medical appointments.
- Accompany boarders to medical appointments as needed.
- Respond to emergencies and provide first aid as needed.
- Foster the spiritual, moral, intellectual, creative, and physical development of boarders.
- Organise and facilitate social and recreational activities to promote community and personal development.
- Encourage positive behaviour and handle disciplinary matters according to school policies.
- Maintain accurate records of student attendance, health, and behaviour.
- Maintain good order, appearance, and behaviour in the boarding area, at meals, and throughout the school.
- Coordinate with cleaning, maintenance, and catering staff to ensure the boarding house is clean, safe, and well-maintained.
- Report any repairs or damages to the Operations Manager via the VLE and inform the Head of Boarding.
- Maintain the furnishings in the Boarding House and report issues to the Head of Boarding.
- Organize the inspection of bedding, furniture, fixtures, and fittings before the end of each term and prepare repair lists.
- Prepare bedrooms and dormitories for new occupants at the end of holidays, ensuring repairs are done and cleanliness maintained.
- Oversee room allocation and ensure a welcoming environment for new students.
- Assist with pupil supervision during boarding time, including weekends and school days if needed.
- Help supervise and coordinate weekend activities for boarders.
- Undertake a share of Boarding House duties, maintaining organization and discipline.
- Participate in activities and external trips for boarders.
- Communicate regularly with parents/guardians about their child's progress and well-being.
- Collaborate with Boarding Mentors and Houseparent to support students' holistic development.
- Attend and contribute to staff meetings and training sessions.
- Implement and adhere to school policies on safeguarding and child protection.
- Conduct regular fire drills and follow all health and safety protocols.
- Participate in Open Days as part of the College's marketing initiative.
- Assist in recruiting new boarders by welcoming visitors and prospective pupils and parents to the Boarding House.
- Assist the boarding team with administrative duties.
- Contribute to the co-curricular program, either during lessons or in the evenings and weekends.
- Promote cultural awareness and inclusivity among students.
- Organise events and activities to celebrate diversity and build a cohesive community.

## **Hours and conditions of work**

- The postholder will occupy, free of rent and rates, single accommodation in the Boarding House. The company will pay all Council Tax, utilities, water and sewerage charges in respect of the Boarding House and in respect of the occupation of the provided accommodation.
- The postholder will be expected to occupy the accommodation whilst on duty throughout term time; however, the accommodation will be available all year round.
- During term time, meals are provided in the Dining Room and a laundry service is available.
- The Resident Senior Houseparent's hours of work are 46 hours per week, term time only including INSETS, Open Morning
- Boarding Staff are also required to work five additional days a year, which may be at the beginning or the end of each term to prepare the Boarding House and/or attend Boarding specific training sessions.
- Boarders return to College the day before the start of term, therefore. The start of term for Boarders and Boarding colleagues will commence one calendar day before the start of the teaching term.
- The postholder will be expected to work on Bank Holidays that fall during term time (usually the first May Bank Holiday). Time off in lieu will be given for hours worked.
- Hours are worked over 5 days, days off are usually given together.
- Additional hours may be required from time to time to support the team. Overtime is not normally paid, but time off in lieu will be granted for hours worked in excess of the contracted hours.
- The role will include working primarily within the Boarding House but will include time within School depending on the requirements of the students.
- The Resident Senior Houseparent will be expected to be on overnight call duties up to twice per week where they will have the Boarding mobile overnight for emergencies. Time off in lieu will be given when a call out occurs.

## **General**

Owing to the presence of pupils in the College, there are rules in place to govern staff behaviour and, in particular, regarding access to areas of the College, are in place. Details can be obtained from the College.

## Person Specification

### Role: Resident Senior Houseparent

The Senior Houseparent must be a responsible and enthusiastic person who has a passion for working with young people and pastoral care. It is an enriching experience, which demands commitment, dedication and a serious approach to hard work, and a willingness to be involved in both the academic and boarding sides of the school.

Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Child Protection and Safeguarding Training</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Courses in Pastoral Care, working with Young People, Mental Health Care</li> <li>• A BSA course or the desire to complete a BSA qualification.</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal skill and communication skills</li> <li>• Ability to lead, motivate and disciple students while fostering a positive and inclusive environment.</li> <li>• Proactive and able to handle emergencies and resolves conflicts efficiently.</li> <li>• A compassionate and understanding approach to student welfare and development.</li> <li>• Ability to prioritise workload</li> <li>• Sound computing skills with basic competence in Microsoft Office suite</li> <li>• Empathy skills to support young people in a positive manner</li> <li>• Resilience and patience</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Use of school management systems, e.g. iSAMS</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a similar role with a boarding school or residential setting</li> <li>• Experience working with young people</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of managing people</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Understand Safeguarding and Child Protection requirements within a school environment.</li> <li>• Pastoral Care requirements and needs for Young People</li> </ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of National Minimum Standards for Boarding</li> <li>• Knowledge of Mental Health support.</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Warm, friendly and caring personality, with a genuine interest in the welfare and education of young people</li> <li>• Have a high level of patience in dealing with adolescents and their varying needs.</li> <li>• Be reliable and responsible with a strong sense of duty and commitment.</li> <li>• Have an adherence to high ethical standards and confidentiality.</li> <li>• Able to remain calm and self-controlled under pressure.</li> <li>• Be a positive role model for the students when on-site.</li> </ul>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Has a minibus license</li> <li>• Hold a current First Aid Qualification</li> </ul>

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Willingness to be a team player</li><li>• Have a sense of humour.</li><li>• Be energetic, flexible and positive.</li><li>• Be imaginative, articulate, adaptable and keen to make a difference.</li><li>• Enthusiasm and willingness to get involved in the life of a vibrant Boarding House and College</li><li>• Passionate about education and working with young people.</li></ul> |  |
|--|--|