



Job Description

Resident 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.

Location:	Boarding House
Accountable to:	The Resident Houseparent is directly responsible to and supervised by the Head of Boarding. However, the Resident Houseparent also receive instructions from the Deputy Head (Pastoral) and/or the Head, who is in overall charge of all the activities of the College on a day-to-day basis.
Responsible for:	N/A

Overall Purpose of the Job

The **Resident 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.

As a vital member of the pastoral team, the focus will be on 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 **Resident Houseparent** manages daily routines, offers emotional and pastoral support, and cultivates a nurturing and positive living environment. This position encourages and aids students in their learning and personal development, fostering an inclusive and supportive atmosphere. Additionally, the **Resident Houseparent** helps to organise and provide extracurricular activities, weekend trips, and experiences, playing a vital role in the students' day-to-day lives at St Francis' College.

The role also includes key administrative responsibilities, such as organising travel and trips, taking meeting minutes, maintaining compliance records, communicating with parents, and supporting audits. The **Resident Houseparent** contributes to the smooth running of the Boarding House by managing relevant administrative and operational tasks.

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 **Resident Houseparent's** purpose is to be an effective member of the Boarding House Team, helping to achieve the overall aims of the College.

Main Duties and Responsibilities

- **Pastoral Care & Well-being**
 - Support the Head of Boarding in caring for boarders in line with the National Minimum Standards and uphold the values and ethos of St. Francis' College.
 - Promote a warm, homely, and inclusive atmosphere within the Boarding House.
 - Maintain an 'open door' policy, ensuring approachability and availability while on duty.
 - Provide emotional and pastoral support, fostering the spiritual, moral, intellectual, creative, and physical development of each student.
 - Encourage high standards of behaviour and address disciplinary issues in accordance with school policies.
 - Support boarders with personal organisation, hygiene, and readiness for the school day, particularly younger students.
 - Monitor boarders' health and well-being, ensuring prompt medical attention when needed and accompanying students to appointments as required.
 - Administer non-prescription medication safely, maintaining accurate records on iSAMS and Reach.
- **Daily Boarding Operations**
 - Oversee routines such as wake-up, meal supervision, evening preparation, and bedtime as part of the boarding duty rota, including overnight supervision.
 - Ensure boarders have access to necessary toiletries, equipment, and uniform.
 - Support the regular washing of students' clothes and follow up on any missing items.
 - Care for unwell boarders during duty shifts, providing meals, hydration, rest, and communication with relevant staff and parents.
 - Maintain accurate pastoral and medical records using iSAMS and Reach.
- **Housekeeping & Facilities**
 - Ensure boarding areas are clean, organised, and safe, coordinating with cleaning, maintenance, and catering teams as needed.
 - Report maintenance issues via the VLE and keep the Head of Boarding informed of any repairs or damages.
 - Support the upkeep of house furnishings and facilities, including inspecting and organising maintenance of bedding, fixtures, and fittings at the end of each term.
 - Prepare rooms and common areas for new arrivals, ensuring a welcoming and orderly environment.
- **Community Building & Co-Curricular Activities**
 - Help organise and supervise weekend and evening activities to promote social development and a strong boarding community.
 - Participate in trips and external events, supporting students' engagement and enjoyment.
 - Contribute to the College's co-curricular programme, including activities during evenings and weekends.
 - Organise and promote cultural events that celebrate diversity and encourage inclusivity.
- **Parent & Staff Communication**
 - Maintain regular contact with parents/guardians regarding student progress, behaviour, and well-being.
 - Collaborate with Boarding Mentors, Houseparents, and the wider pastoral team to ensure joined-up support for each student.
 - Attend and contribute to boarding staff meetings and relevant training sessions.
- **Administrative Responsibilities**
 - Support the boarding team with administrative tasks, including:
 - Organising travel arrangements and trip logistics
 - Taking minutes during meetings
 - Managing communication with parents and external providers
 - Supporting audits and compliance tracking
 - Maintain accurate attendance, behaviour, and health records for boarders.
- **Health & Safety and Compliance**
 - Follow all safeguarding, child protection, and health & safety protocols.
 - Ensure that all health and safety administration is completed accurately and in a timely manner.
 - Maintain full compliance with all relevant health, safety, and fire regulations within the boarding house.
 - Conduct regular fire drills and ensure emergency procedures are clearly understood and followed by all students and staff.

- Participate in Open Days, welcoming prospective families and supporting marketing initiatives for boarding admissions.

Hours and conditions of work

- Accommodation and Living Arrangements
 - The postholder will be provided with single accommodation in the Boarding House, free of rent and rates.
 - All utilities, including Council Tax, electricity, water, and sewerage charges, will be paid by the College.
 - The accommodation is available year-round, but the postholder is expected to reside in the accommodation during term time while on duty.
 - During term time, meals are provided in the College Dining Room, and a laundry service is available.
- Working Hours and Pattern
 - The Resident Houseparent will work 46 hours per week during term time, including INSET days and Open Mornings.
 - Working hours are spread over five days per week, with days off generally given consecutively.
 - The role includes a mix of boarding house responsibilities and school-based duties, depending on the needs of the students.
- Additional Working Days
 - The postholder is required to work five additional days per year to support boarding-specific training or to assist with preparing the Boarding House at the start or end of term.
 - Boarders return to College one day prior to the official start of term, and boarding staff are expected to begin duty on that same day.
- Overtime and Flexibility
 - Additional hours may occasionally be required to support the boarding team.
 - Overtime is not normally paid, but time off in lieu (TOIL) will be granted for hours worked in excess of the standard contracted hours.
 - The postholder may be expected to work on Bank Holidays that fall within term time (e.g., the early May Bank Holiday). TOIL will be granted for these occasions.
- On-Call Responsibilities
 - The Resident Houseparent will be expected to undertake overnight on-call duties up to twice per week, carrying the designated boarding mobile phone for emergencies.
 - In the event of a call-out during these duties, time off in lieu will be provided.

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.

Person Specification

Role: Resident Houseparent

The Resident 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
Education: <ul style="list-style-type: none"> • Educated to degree level • Child Protection and Safeguarding Training 	Education: <ul style="list-style-type: none"> • Courses in Pastoral Care, Mental Health, or Youth Work • Completed (or working towards) a BSA Certificate in Boarding Practice • Current First Aid Qualification • Minibus license (or willingness to obtain one)
Skills: <ul style="list-style-type: none"> • Strong interpersonal skill and communication skills • Ability to lead, motivate and disciple students while fostering a positive and inclusive environment. • Proactive and able to handle emergencies and resolves conflicts efficiently. • A compassionate and understanding approach to student welfare and development. • Ability to prioritise workload • Sound computing skills with basic competence in Microsoft Office suite • Empathy skills to support young people in a positive manner • Resilience and patience 	Skills: <ul style="list-style-type: none"> • Use of school management systems, e.g. iSAMS • Confidence in managing boarding house administration tasks, including communication with parents, taking meeting minutes, organising travel, and maintaining compliance documentation
Experience: <ul style="list-style-type: none"> • Previous experience in a similar role with a boarding school or residential setting • Experience working with young people 	Experience: <ul style="list-style-type: none"> • Supervising or supporting co-curricular or extracurricular activities • Taking responsibility for organising trips, events, or student logistics • Experience using school management systems (e.g., iSAMS, Reach, or similar)
Knowledge: <ul style="list-style-type: none"> • Understand Safeguarding and Child Protection requirements within a school environment. • Pastoral Care requirements and needs for Young People 	Knowledge: <ul style="list-style-type: none"> • Knowledge of National Minimum Standards for Boarding • Knowledge of Mental Health support.
Other: <ul style="list-style-type: none"> • Warm, friendly and caring personality, with a genuine interest in the welfare and education of young people • Have a high level of patience in dealing with adolescents and their varying needs. • Be reliable and responsible with a strong sense of duty and commitment. • Have an adherence to high ethical standards and confidentiality. • Able to remain calm and self-controlled under pressure. • Be a positive role model for the students when on-site. • Willingness to be a team player • Have a sense of humour. 	Other: <ul style="list-style-type: none"> • Creative, adaptable, and willing to contribute new ideas to enhance the boarding experience • Good sense of humour and the ability to build trusting relationships with students • Passionate about education and student development

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