

# TEACHING HOUSEPARENT

## Job Specification



Teaching Houseparents run a vertically stratified school boarding house, are involved in extra-curricular activities and teach a reduced timetable. They are required to develop and manage their Relief Houseparent, Duty Tutors, Graduate Assistants and House Prefect Team. This is a residential post and on-site accommodation is provided.

**Responsible to:** The Deputy Head (Pastoral)

**Responsible for:** All House Staff, House Tutors and Graduate Assistants.

**Aim of Post:** To manage efficiently the staffing, organisation and resources of the House; to provide for the safety, good discipline and pastoral well being of all pupils (both boarding and day) in the House.

### Key Tasks and Responsibilities

- 1 To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House and to be familiar with and develop a working knowledge of relevant legislation pertaining to the rights of children and schools, the Independent Schools Inspectorate (ISI) framework and Independent School Standards Regulations
- 2 To work with the Deputy Head (Pastoral) to provide the adult members of the House team with a clear statement of their roles and responsibilities, and to contribute for a periodic review of their performance
- 3 To develop and manage the Duty Tutors and prefect team so that they can play their part in carrying out effectively the tasks that follow, according to their particular role and responsibilities
- 4 To ensure that boarding staff, parents and pupils understand the aims and objectives of boarding in the House and the principles on which community life in the house is based.
- 5 To plan, implement and review structures of staff supervision; to ensure the safety and security (including emotional) of all pupils at all times when they are in the School's charge (including meal times, weekends and accompanying expeditions and outings); to ensure that adequate arrangements for 'back up' cover are made
- 6 To ensure accurate records of guardianship are maintained and that the locations of pupils at half terms and end of terms are checked as acceptable and recorded in line with Visa / Sponsorship requirements.
- 7 To liaise with the school nurses and medical services to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle
- 8 To be responsible for the expenditure of the House fund and pocket money. Thus ensuring that proper accounts are kept and submitted in a timely fashion for use by the Head of Finance or finance department as required
- 9 To develop in the pupils a collective responsibility, to be aware of the difficulties or problems of others and to offer such support and help for each other as appropriate

- 10 To ensure pupils (particularly younger ones) are encouraged to take part in the coordinated programme of extra-curricular activities; to assist personally in that programme and supplement these activities with a lively series of 'in house' leisure activities and opportunities to ensure that pupils are appropriately occupied at weekends
- 11 To identify and understand the individual circumstances, needs, strengths and weaknesses of each pupil within the house so that individual opportunities, talents and potential are developed and maximised
- 12 To liaise with tutors and other staff to ensure that relevant background circumstances of pupils are known and disseminated as appropriate
- 13 To use every opportunity to cultivate contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare and to respond to their concerns
- 14 Ensure that incidents or problems pertaining to the pastoral care of pupils are brought to the attention of those who need to know, (eg. LT, SSMT, academic staff, house team, school nurses and Safeguarding Team)
- 15 To keep thorough records of pupils' progress, welfare, health, emotional problems, achievements and misconduct and ensure that key communication is disseminated in line with school procedures
- 16 To write detailed reports on all members of the house and references as may reasonably be required in line with school procedures
- 17 To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to liaise with the houseparents of the pupils' siblings. In cases of concern and where any referral to outside agencies may be required to liaise with the Designated Safeguarding Lead (or in their absence a Deputy DSL); to fulfil the requirements of the School's policy on safeguarding and child protection
- 18 To foster an acceptance of the school's code of conduct and pupil expectations; to deal with disciplinary problems in a firm but caring manner in line with school policy and to inform the Deputy Head (Pastoral) and Senior Deputy Head in any matter of serious concern such as cases of severe bullying, substance misuse or sexual misconduct
- 19 To ensure that all members of the boarding staff team (including the relief House staff, Graduate Assistants and other non-teaching personnel in the House, as well as senior pupils as appropriate) are familiar with the school's policies and procedures for safeguarding and child protection, conflict management (including strategies for preventing bullying), substances misuse, mental health, threat of suicide, health and safety, and are aware of the appropriate response needed in these areas
- 20 To accompany students to medical and dental appointments where appropriate/required as agreed with the Deputy Head (Pastoral) or School Nurse
- 21 To provide for the Deputy Head (Pastoral) an annual development plan as required, and subsequent review, including management and welfare targets for the coming year
- 22 To take part in such performance management or staff review arrangements made by the school
- 23 To liaise with the school's Travel Coordinator to ensure that all travel arrangements are made on a timely basis

- 24 To contribute to the marketing of the school as reasonably requested by the Head and to attend school functions, ISODE, performances, marketing and admissions events etc. to support members of the House and to effectively promote boarding at Stonar and to help to create and promote an image of the School which is in accordance with its aims
- 25 To ensure that pupil clothes and personal belongings are used appropriately and stored securely and tidily and that pupils treat the belongings of others and the fabric and furnishings of the house and the wider school environment and its facilities with respect.
- 26 To liaise with the Head, Domestic Manager, and the Maintenance Team on matters relating to the fabric of the House and other domestic matters and to report any defects in the maintenance of the house using the appropriate online system
- 27 To be responsible for all health and safety procedures and functions within the House and ensuring all fire regulations are rigorously met to include carrying out and documenting regular fire drills required by the Domestic Manager
- 28 To attend such meetings as necessary to include for example, Pastoral Meeting, Houseparents' Meeting, Staff Briefing, Staff Meeting, INSET etc.
- 29 To contribute to the school assembly program as required
- 30 To inform the Deputy Head (Pastoral) & Deputy Head (Academic) of any anticipated absence from School; to give as much notice as possible of unavoidable absence through sickness.
- 31 To keep up to date with all boarding standards and developments, through relevant training e.g. Educare, BSA courses, Certificate of Professional Boarding Practice, First Aid and Food Hygiene
- 32 To perform any other key tasks which the Head may reasonably assign

### **Working Arrangements**

Term time only, as specified below:

- 1 Teaching Houseparents teach a reduced 0.5 timetable and are required to be involved in extra-curricular activities
- 2 To be entitled to two evenings leave every week and one weekend in three during term time. To sleep in house every night during term time unless cleared in advance by the Deputy Head (Pastoral)
- 3 At half-term and the End of Term, leave is to commence only once all pupils from the House have departed and passed into care of parents or Guardians
- 4 Boarding staff return at midday on the day prior to school recommencing, or earlier if necessary and attend all INSET training and staff meetings
- 5 To be available up to 48 hours before the beginning of term and after the end of term as required

*The duties and responsibilities shown above are not intended to be exhaustive and teachers will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.*