



Boarding House Parents Job Description

(Revised August 2023)

1. OVERVIEW

- 1.1 House Parents are appointed by the Head of School in consultation with the Head of Boarding and the HR Manager.
- 1.2 House Parents report directly to the Head of Boarding.
- 1.3 The primary role of the House Parents is to manage the operation of a boarding house.
- 1.4 This involves, but is not limited to, responsibility for safeguarding, the safety, welfare, health and safety, good discipline, personal development and academic support of all boarders, of all boarders above all other duties.
- 1.5 The House Parents should have a minimum of 5-8 years of experience of working in a boarding setting.
- 1.6 The House Parents should have a certification on “duty of care”. If not, they should be willing to undertake a PD program on “Duty of care” residential certificate from a recognised association.
- 1.7 House Parents are full time employees of the school.

2. EXPECTATIONS

It is expected that House Parents will:

- 2.1 Demonstrate an explicit commitment to the vision and mission of the school as determined by the Governing Council and Senior Management Team;
- 2.2 Take responsibility for the welfare of students (in loco-parentis), and the maintenance of good order in the boarding house, in accordance with the School’s Philosophy of Boarding;

Should have expertise in:

- a. Pastoral care
- b. Training in counseling, Psychology, Social work or child care are an added advantage
- c. Experience in dealing with International students
- d. A strong awareness of Health and Safety
- e. Interpersonal skills
- f. The ability to work efficiently and effectively in a fast-paced, high pressure and often challenging environment is essential

- 2.3 Maintain an effective working relationship with the Head of Boarding, Secondary Principal, MYP and DP Coordinators as well as other Boarding staff as appropriate.
- 2.4 Promote a sense of belonging within the boarding house and protect the students from harm or neglect;
- 2.5 Participate in the school's appraisal /evaluation and continuing professional development.
- 2.6 To keep abreast of the competencies and skills required of the position
- 2.7 Communicate effectively with all school constituencies as appropriate

3. DUTIES AND RESPONSIBILITIES

- 3.1 To be aware of the implications of the School's Philosophy of Boarding and the UK National Minimum Standards for Boarding Schools and ABSA Standards for Australian School and Residences (as adopted by the school), with regard to student welfare and pastoral care in their House;
- 3.2 To build a trusting 'critical friend' relationship with each member of the Boarding Community that is based on mutual respect;
- 3.3 To show an interest in and a concern for all aspects of the life of each student; Providing consistent emotional support through Praise,affection,empathy and recognising student achievement, advocating for students best interest.
- 3.4 To attend weekly meetings chaired by the Head of Boarding,to manage the Boarding Community, establish and review procedures, and ensure that active supervision is provided in the boarding house at all times when students are present;
- 3.5 To assist the Head of Boarding to organize the new parent and new boarding student induction.
- 3.6 To ensure that the 'Duty of Care' of students is maintained at all times within the House. To participate actively in the supervision of students when on campus or taking part in an organized activity off campus as arranged by Head of Boarding;
- 3.7 To ensure that all boarding staff, parents and students clearly understand the Boarding Aims and Objectives;
- 3.8 To liaise with the Head of Boarding, other boarding staff and the School Medical Centre to ensure that the medical needs of each student are properly catered for. To encourage students to adopt a healthy lifestyle while living in the Boarding Community;
- 3.9 To assist the Head of Boarding in house budgeting process.
- 3.10. Coordinate transport with the Head of Boarding for airport transfers and chaperone full-time boarders pick-ups and drop offs

- 3.11. To assist the Head of Boarding so as to ensure that a full and varied programme of social and Extracurricular activities is available for all boarding students, particularly during weekends;
- 3.12 To be aware of the academic strengths and weaknesses of students and to liaise with Home Room Teachers and academic department as appropriate (particularly Student Services Department);
- 3.13 To supplement and enforce School policy as per the Stonehill Student Handbook with regard to students' appearance and behaviour;
- 3.14 To maintain regular and effective communication with all other staff as appropriate;
- 3.15 To use every opportunity to cultivate contact and positive communication with parents, and ensure that they are kept fully informed about their child's progress and welfare;
- 3.16 To ensure that family incidents and problems relating to boarders are brought to the attention of those staff that need to know;
- 3.17 To ensure that suitable records of student progress, welfare, health, emotional wellbeing, achievements and misconduct are recorded in "Reach". These records including boarding reports, are to be used for information and action; as this may be required by parents or the school.
- 3.18 Maintain detailed student records with particular attention to confidentiality, privacy and sensitivity.
- 3.19 To make appropriate arrangements to safeguard students' personal property and money;
- 3.20 To ensure that all members of the boarding house team, including boarding tutors, boarding nurse, as well as students are familiar with the school's Policies and Procedure for child protection, anti-bullying, substance misuse and Health and safety, and are aware of the appropriate response needed in these areas;
- 3.21 To carry out such other tasks as may be required by the Head of School or Head of Boarding.

The Job Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position. It is subject to review and modification by the Head of School at any time in response to the changing needs of the school.