



JOB DESCRIPTION

Department:	Millfield Enterprises
Post:	Assistant Houseparent
Responsible to:	Houseparent and then to the Pastoral Manager
Job Purpose:	Assist the Houseparent with the running of the boarding house and in overseeing student pastoral care and welfare in a boarding house accommodating between 20-50 people (students/adults).

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- Create a welcoming environment and successful house.
- Regular involvement and an 'open-door' approach, students should always feel there is an adult they can turn to.
- Act as a caring parent would in all matters regarding student welfare.
- Attend and lead, when required daily registration and meetings with your students and staff to distribute information, discuss ideas, plans and any problems.
- Act on behalf of the House Parent in case of his or her absence.
- Be present to welcome students and their parents / agents on each arrival day
- Take a full and active part in MELHC and campus life.
- Participate in the staff induction.
- Always behave in a professional manner ensuring that your own conduct in front of students is of the highest standard, and that you set an example in your management role.
- Represent the good name of Millfield School at all times.
- Assist with management of support in the house
- Ensure that all House duties are carried out by staff, report to the Houseparent / Pastoral Manager if any missed house duties.
- Assist with organising house activities; ensure proper representation at House and campus events and support students by attending events in which they are involved.

PASTORAL CARE

- Ensure the boarding house complies with Millfield's required standards for welfare and pastoral care
- Ensure that MELHC staff, students and parents / agents understand the aims and objectives of boarding in the house and the principles on which school life is based
- Ensure a safe, happy, and healthy environment within the boarding house in line with all expectations and responsibilities of Millfield in compliance with Health and Safety Policy and Boarding Principles and Practice
- Meet the requirements of the School's Safeguarding and Child Protection Policy
- Read and understand the Staff Guide
- Assist with maintaining an overview of the interests, strengths, and any specific needs (medical / behavioural / emotional) of all students. Consult with appropriate staff over issues involving students in their house so that their diverse learning, social and emotional needs are met.
- Ensure excellent communication amongst the house team, and lead when required regular meetings with house staff so that relevant background circumstances of students are known, discussed, and managed to support their welfare.
- Develop a culture of collective responsibility within students.

- Promote positive behaviour in accordance with the School Behaviour Policy. Monitor behaviour and follow the agreed disciplinary guidelines as appropriate, check dress and appearance
- You are to report as soon as possible to the Houseparent, or in their absence Pastoral Manager, any matters (real or apparent) of indiscipline, misbehaviour, major complaint, accident, illness, or personal problems on the part of staff or students.
- Liaise with the Houseparent, or in their absence, Pastoral Manager, Centre Manager, MELHC Manager /DSL over student behaviour issues as necessary
- Ensure that care is provided for students should an emergency arise.

HEALTH & SAFETY

- Support the Houseparent to ensure every member of the team is aware of health and safety issues, and the First Aid procedure.
- You are responsible for student and staff safety in the boarding house ensuring that general safety procedures are always observed. If you are in doubt about the safety of an activity, stop it immediately and check with your line manager or the Health and Safety Officer.
- Ensure that all Covid-19 protocols, current at the time, are followed in accordance with Millfield guidelines.
- Offer advice as necessary; refer to other staff as appropriate and act on parental complaints in accordance with the Staff Guide and Millfield policies.
- Liaise with the Medical Centre staff and Houseparent, or in their absence, the Pastoral Manager, Centre Manager, MELHC Manager /DSL to ensure that students' medical requirements are met, and students are encouraged to adopt a healthy lifestyle.
- Complete First Aid training as requested. If you possess a First Aid Certificate, please send us a copy.
- Register Indents accurately for all damages before students arrive and as they happen throughout the course making sure you report them to the Houseparent / Pastoral Manager.
- Ensuring that general safety procedures are observed, and that equipment is returned after use.
- Supporting Houseparents by assisting with writing student reports in a timely manner and in advance of their departure from Millfield.

ADMINISTRATION

- Ensure registration of all students, as directed by MELHC Staff Guide.
- Assist with distributing given information to both staff and students efficiently and to the given deadline.
- Assisting with the safekeeping of all students' valuables, including pocket money, air tickets and passports and ensuring the house safe is kept always locked.
- Ensuring that students think ahead about pocket money they need.
- Ensuring that students' pocket money sessions are run accurately, safely, and securely.
- Ensuring that students' return travel arrangements are made in accordance with parental instructions and travel documentation and that both you and the student know exact times and dates they are leaving.
- Assisting with writing a report at the end of each student's course on the system following the agreed guidelines and timeline for completion.

OTHER DUTIES AS REQUIRED

Assisting the Operations Team whenever possible, including

- Accompanying students on prearranged excursions, in the position of a group leader, or possibly coach leader.
- Assisting with the preparation and collection of packed lunches and other refreshments.
- Assisting the Activity & Social Manager and Social Co-ordinator with the smooth running of the Activity & Social Programme whenever possible, particularly at social events.
- Assisting with the delivery of the evening and weekend social programme.
- Supporting and ensuring the safe organisation and supervision of Saturday activities.

- Any other duties that your line manager sees fit providing that such duties are appropriate to your role and are approved by the relevant authority.

PERSONAL SPECIFICAITON

- Ability to supervise teams of young workers
- Professional mature attitude
- Ability to react calmly and effectively in emergency situations.
- Safety Conscious
- A team-player, able to motivate and foster team working and work collaboratively with others
- Excellent communication skills
- Ability to adapt to a changing environment
- Be well-equipped and prepared for the responsibility that comes with being Assistant Houseparent
- Have prior experience with the supervision of children or a willingness to develop in this area
- A good team member but must be able to work on own initiative
- Self-motivation and the ability to motivate others
- Use of IT packages including, Microsoft Office, Outlook, Word, Excel

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

.. I understand the duties and commitment statement listed above.

.. I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....

