

## JOB DESCRIPTION

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

<b>Job Title:</b>	<b>Boarding House Parent</b>
<b>Reports to:</b>	Trust Head of Boarding
<b>Faculty:</b>	N/A
<b>Relationships:</b>	
The post holder is accountable to the Head of Boarding for the Trust. All staff are ultimately responsible to the Head & CEO. The post holder may report to others for any other roles they hold within the Trust. The post holder will work alongside the wider pastoral team and support the team when necessary.	
<b>Purpose:</b>	
Our vision is for Bede's to be a place "where every child finds joy in their pursuit of brilliance". Outstanding pastoral care is fundamental to our ability to deliver this vision and achieve our mission of crafting a more joyful education for our pupils. The Boarding House Parent role is to work with colleagues in a way that supports the school in: <ul style="list-style-type: none"><li>• Cultivating a vibrant learning environment, motivating pupils to pursue their individual best</li><li>• Providing a festival of opportunity, enabling pupils to discover new passions and develop new talents</li><li>• Building a kind-hearted community, inspiring pupils to enhance the lives of others.</li></ul>	
<b>Note:</b>	
This job description outlines the main duties and responsibilities that the Boarding House Parent will complete in addition to any other other roles within the Trust. It should be read together with the job description issued to the postholder as part of those roles.	

### Main duties and responsibilities:

#### Operational/Strategic Planning

- Promote the vision and aims of the school
- Make a positive contribution to the leadership and management of the school, leading by example
- To oversee the upkeep of the House and ensure that it provides a vibrant living environment that promotes security and brings out the best in every pupil. [NMS 4]
- To support the School's strategic development plan by formulating a strategic development plan specific to the House in liaison with the Trust Head of Boarding [NMS 2].
- To identify priorities, to set targets and to ensure the implementation of key actions as part of the fulfillment of the House's development plan
- To plan, chair and hold regular House meetings for both pupils and House staff that:
  - promote the vision and values of the school
  - develop pupils' capacity for compassion, courage, curiosity and conscientiousness
  - support the provision of outstanding pastoral care for every pupil

- ensure the operational and strategic development of the House.
- To make appropriate arrangements when staff are absent, ensuring appropriate cover within the House, liaising with relevant staff to secure appropriate cover.
- To transition the house from a year-round boarding house to a summer boarding house, including the changeover of notice boards, room signs, cleaning/housekeeping changeovers and, if required, coordinating any furniture moves.

## Leading and Managing Staff

- To line manage all staff within the House with reference to the main duties and responsibilities outlined in their job description.
- To provide leadership of the House and create enthusiasm for pastoral care among House staff, to develop teamwork and balance the strengths of individuals, allocating responsibilities as appropriate.
- To promote, monitor and support the wellbeing of members of the House; supporting with any crisis; listening and communicating non-judgmentally; giving support and information; encouraging other supports; and liaising with the HR team to ensure that additional support can be signposted.
- To encourage the sharing of good practice within the House and develop the effectiveness of tutoring
- To induct and manage a House staff and enable their continued professional development within the House environment, whilst also overseeing the appointment and training of House prefects and delegating appropriate specific duties and responsibilities that are appropriate for them, with adequate staff supervision and training in place at all times. [NMS 15, 16, 19 and 20]
- To monitor, review and evaluate the effectiveness of pastoral care within the House through the School's performance development programme and through nationally recognised guidelines for inspection (ISI).
- To promote and monitor professional development within the House and offer support and advice to members of the House.
- To work with the Trust's Head of Boarding to establish common standards of practice across Boarding. To regularly monitor the work of House staff, ensuring that they are following the policies and procedures of the school in their practice.

## Pupil Welfare

- To promote positive pupil behaviour in the House at all times and ensure that pupils are not discriminated against, because of their cultural background, linguistic background, special educational need, or academic or sporting ability. [NMS 15, 16 and 17]
- To promote the health and wellbeing of all pupils in the House and ensure there is a supportive process of induction and guidance in place for every new pupil. [NMS 3 and 11]
- To ensure the provision for the safe preparation of food and drinks in the boarding house, to provide protection for boarders' personal possessions and ensure excellent opportunities are provided to make boarders' free time enjoyable, with access to a range and choice of safe recreational areas, both indoors and outdoors, and providing access to safe areas at school. [NMS 5, 6 and 18]

## House System

- To develop the unique culture and identity of the House, in a way which supports the wider values and mission of the School. [NMS 1 and 2]
- To build a kind-hearted community within the House, inspiring pupils to enhance the lives of others.
- To engender a sense of pride in the House and to cultivate a positive House spirit

## Information and Data Management

- To produce an annual report for Governors summarising the pastoral activities of the House.
- To present an annual strategic development plan to key members of the Senior Management Team.
- To ensure that the members of the House fulfil the school's requirements for reporting to parents.

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- To use data effectively to identify pupils who require proactive pastoral interventions and create plans of action with target setting to support this.
- For Summer and Easter programmes, to use the database to log behaviour, welfare and safeguarding concerns as well as any accidents or incidents.

## Communication and Liaison

- To maintain excellent communication with home and ensure that family members feel that they are extended members of the House community who receive outstanding levels of customer service [NMS 12]
- To actively encourage pupils in the House to contribute views, raise concerns and make complaints through the regular boarders meeting, and ensure that their views are given appropriate weight in decisions about the running of the House [NMS 13 and 21]
- To liaise with and support curriculum staff to ensure that pupil learning is effective and continuous, enabling pupils to achieve the best results of which they are capable.
- To represent the House at meetings and to contribute to the strategic development of the School's pastoral care provision.
- To contribute to other relevant whole school development initiatives.
- To encourage appropriate links across departments, with curricular and co-curricular departments, with the Senior and with other schools.
- To arrange for House consultation and communication, including the production and maintenance of the House Handbook, Staff Hub and MyBedes websites.
- To regularly contribute to the promotion and marketing of the House, within the school and beyond.
- To liaise with the Course Coordinator in regards to closed group, short stay, & winter programmes, to facilitate the delivery of the programmes, promoting student welfare and integration into the boarding and wider school community.

## Management of Resources

- To organise and manage the House budget and resources to ensure the efficient and effective use of all resources.
- To be responsible for House administration.

## Professional Responsibilities

- To keep abreast of updates in legislation associated with regulatory compliance (including KCSIE, NMS and ISS), taking particular note of updates in safeguarding and pastoral care. To be involved in the regular monitoring of the suitability of any arrangements made for the appointment of guardians for pupils in your House by liaising with the admissions team. [NMS 2, 8 and 22]

## Additional duties and responsibilities specific to this role:

- To ensure that the welfare of pupils within the House is safeguarded and promoted by complying with Health & Safety regulations including implementing relevant fire precautions and completing regular fire drills. Making certain that the House and its facilities provided therein are maintained to a standard such that the health, safety and welfare of pupils are ensured. [NMS 4, 9 and 10]
- To participate and promote the House and School at calendared school events
- To fulfil their quota of evening and weekend duties and ensure that the House has sufficient cover to operate safely and within the regulatory framework for Boarding Schools in England, ensuring that suitably trained staff are in a position to act in loco parentis.
- To live and sleep in the school accommodation provided for the whole duration of your terms
- To ensure standards in the house are maintained with reference to the standards set out in the Department for Education's "Boarding schools: national minimum standards." Elements of this Job Description which reference those Standards (last updated in September 2022) are indicated in square brackets.
- To undertake such other reasonable duties from time to time as the School may reasonably require

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- For allotted Easter & Summer programme weeks, duties may vary in line with the applicable Job Description, including overseeing the Prep School Holiday Club.

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

**Written by:**

Leigh-Anne Morris

Head of Prep School

January 2024