



**ST JOSEPH'S
COLLEGE**

APPLICATION FOR THE POST OF

Residential Houseparent

FULL-TIME
PERMANENT
RESIDENTIAL

Job Description

Responsible to: Head of Boarding

General Requirements

The House Parent will provide a warm and cohesive structure in all aspects of day to day running of a Boarding House.

The role is an important one which requires flexibility and good communication with the other Resident House Parents, Vice Principal Pastoral and Boarding, and students. The post holder must always behave in a responsible and appropriate manner for a person charged with the welfare and safety of students, and act as a role model.

As this is a residential role rent-free accommodation is provided, with all council tax, utilities and meals during term time included. The main responsibility of the Residential House Parent is to maintain the highest standards of Safeguarding and Child Protection for the students in the Boarding Houses and promote student welfare as the core purpose of their role.

This job description is written at a specific time and is subject to change as the demands of the College and the role develops. The role requires flexibility and adaptability and the employees of the College need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the wellbeing of all students in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student as an individual with courtesy and respect.
- Undertake any other duty deemed reasonable by the Principal.
- Be of graduate age or above.

Key Duties:

- To be responsible to the Head of Boarding for the smooth running of the house, and keep them fully informed on all significant matters
- To ensure the pupils' safety and to promote all aspects of their pastoral, social, spiritual and behavioural wellbeing and always to have the best interests of the pupils at heart
- To monitor each pupil's academic progress in close liaison with subject teachers, Form Tutors, Heads of Year and Heads of Faculty
- To act as a link between parents/ guardians, pupils and teaching staff (to include the College Nurse etc), and to be the parents' initial point of contact
- To be readily accessible to pupils at all reasonable times
- To ensure that pupils have the opportunity to participate and effectively engage in the full range of extra-curricular activities, and to monitor each pupil's personal involvement
- To ensure that the Designated Safeguarding Lead and any other appropriate authorities are informed of concerns in a manner which affords the student dignity and privacy

- To maximise pupils' personal safety and security and the security of their possessions
- To act as line manager for house staff, to promote and safeguard their interests and wellbeing and to support their professional development
- Dependent upon skills and experience, the post-holder will also contribute to Classroom/ Teaching Assistance during the normal school day.
- This is a residential role and the post holder is expected to be residential during term time and for the two weeks ahead of the start of the new academic year

Specific responsibilities:

Management and administration

- To attend weekly meetings with the Head of Boarding and any additional meetings as required
- To hold weekly house meetings to keep house staff fully briefed on relevant matters and at other times as appropriate to explain and discuss policies, procedures and matters of significance
- To hold regular house meetings at which pupils have the opportunity to share their views on matters of interest and importance to them
- To devise and implement a Boarding Student Leadership scheme, to include job descriptions, application procedures, training scheme and to hold regular meetings with leaders in order to maintain good communication, to monitor, guide and support them
- To monitor the performance of house staff, to appraise their performance regularly and to complete professional development and management reviews with house staff
- To treat all complaints with due attention and to keep a record of any discussion or meeting that could have important consequences
- To provide prominent noticeboards displaying all administrative notices, displays of house activities etc and ensure they are kept up to date
- To inform Reception and the Form Tutor of any known future or current absences of pupils on university visits, medical appointments, family events etc
- To produce and monitor the daily completion of registers, signing in and out sheets, handover books, fridge check sheets, exeat requests
- To support the follow up and account of pupils recorded as absent
- To record, inform Finance and monitor the occurrence of flexiboarders' overnight stays
- To ensure that daily routines and bedtimes are clearly published and are implemented by duty staff
- To oversee the effective cleaning and maintenance through liaising with house staff to the required standard
- Help the Head of Boarding with the checking of boarders' holiday and sleepover arrangements. Book taxis as required

Pastoral, social and spiritual

- To keep records of pupils' academic, sporting, cultural and other achievements
- To write a comprehensive report on each pupil at the end of each term
- To pay tribute to individual achievements at house meetings, and to reward outstanding achievement with house awards
- Wherever possible to support pupils performing in concerts, plays, matches etc.
- To ensure an effective and thorough induction of new pupils
- To ensure adequate provision of weekend activities for boarders
- To ensure that the house plays its part in serving the community through charitable ventures

- To support the FLW programme through follow-up in the house
- To ensure prompt transport of pupils to hospital whenever necessary

Academic

- To implement and monitor the use of target cards by pupils whose work is unsatisfactory
- To monitor the efficient use of Go4Schools by students and to ensure students are completing homework during study time
- To provide alongside duty staff an atmosphere of peaceful study during study time

Behaviour management

- To liaise with the Head of Boarding to ensure that disciplinary matters are dealt with fairly between houses
- To keep a record of all sanctions and enter details on to Go4Schools
- To check Go4Schools Behaviour Log for house students and follow up accordingly

Health and Safety

- To ensure that the house buildings, furniture and fittings are properly maintained and to liaise with the Grounds and Maintenance Departments (including the use of online Maintenance Logs) to effect essential repairs and maintenance
- To hold a fire drill at the beginning of the year and a practice light and dark drill each term, to pass all records on to the Operations Manager and to maintain the required fire log book and other records
- To carry out and regularly update an assessment of risks within the house area, to keep a record of all accidents occurring in the house, and to report serious accidents to the Operational Manager and College Nurse
- To ensure adequate secure storage for each pupil's possessions
- To operate a house bank for the safe keeping of pupils' money

Professional Development

- To attend conferences and meetings (e.g. organised by the BSA) to keep abreast of national developments and share good practice

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

Education and Qualifications	Essential	Desirable
A full clean driving licence	✓	
Boarding qualification		✓
Demonstrate a commitment to continued professional development	✓	
Experience	Essential	Desirable
Experience of boarding house management		✓
An appreciation of the many complexities inherent in pastoral care and the openness and wisdom to respond to a range of issues	✓	
Experience of managing boarding staff		✓
Knowledge and Understanding	Essential	Desirable
Strong pastoral instincts	✓	
Understanding of how to link academic and pastoral oversight of pupils in a boarding context	✓	
Clear vision for what constitutes excellent pastoral care in a boarding community	✓	
Outstanding knowledge, commitment and track record re Health and Safety	✓	
Understanding of the Boarding NMS	✓	
High personal and professional standards	✓	
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork.	✓	
Excellent communication skills with all stakeholders	✓	
Excellent role model for staff and students.	✓	
Innovative approaches to pastoral care		✓
Ability to generate ideas and drive initiatives		✓
Excellent communication, IT, organisational and management skills		✓
Ability to offer to the extra curricular aspects of the College		✓
Personal Qualities	Essential	Desirable
Committed to the ethos of the College	✓	
Positive and innovative approach to leading a boarding house	✓	
Ability to build strong relationships with pupils, parents, staff and the wider community	✓	
High expectations of students and colleagues.	✓	
Highly motivated and able to motivate and inspire staff and students.	✓	
Enthusiastic and committed.	✓	
A forward thinking approach with an ability to embrace change	✓	
Excellent interpersonal skills.	✓	
Ability to be reflective and self-critical.	✓	
Able to display calmness under pressure.	✓	
Potential for further promotion.	✓	
A positive and 'can-do' attitude	✓	
Willingness to take part in the wider school life	✓	
Confident and collaborative team player	✓	
A strong personal work ethic and sense of responsibility	✓	
A sense of humour and humility	✓	

Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required.	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Child protection training (will be provided by the College)	✓	

St St Joseph's College Vision and Values
Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others