

Job Title:	House Parent
Reporting to:	Welfare & Student Services Manager
Company Objectives:	To provide a quality, professional service at accessible prices and to offer consistently better service provision in all areas than our main competitors and for this to be perceived by our clients and competitors.
Primary Objectives:	<ol style="list-style-type: none"> 1. Student Welfare, Health & Safety, Safeguarding 2. Smooth running of Accommodation Houses 3. Student support, discipline and counselling 4. Effective liaison with Centre Manager, Director of Studies, and Social Activities Manager 5. Accurate and up-to-date record keeping of student files 6. Participation in Social Activities Programme

Key Areas of Responsibility:

I. Student Welfare, Health & Safety, Safeguarding

Performance is satisfactory when the House Parent:

- Creates a safe, secure, and welcoming environment for students.
- Ensures the safety and wellbeing of all students.
- Is friendly, but firm, fair and professional in areas of discipline such as punctuality to agreed meetings, speaking English, – in order to gain respect and create a positive social environment.
- Leads by example in the above areas at all times, whether on or off duty.
- Fully understands and adheres strictly to the Health & Safety policy, Student Discipline Policy, Safeguarding Policy, and Bullying, Abusive and Extremist Behaviour Policy, and who to report to.
- Gives new students a warm welcome to the boarding house and ensures the students have everything they need for their stay (such as toiletries, towels, etc).
- Provides snacks and drinks to students in the boarding house when required.
- Maintains a safe and secure environment for students, free of anything that could potentially cause physical or emotional harm to anyone.
- Ensures that all signs, posters and notices on the House notice boards are relevant, up to date and age appropriate.
- Has a thorough understanding of all school policies and relevant procedures as set out in the All-Staff Manual, the Policies, Procedures and Operations Manual (PPOM) and the Social Activities Leaders' Handbook, all of which are provided prior to employment.
- Ensures students know and understand the procedure for emergency evacuation of the House in the event of a fire and is able to effectively oversee the evacuation the House in such an event or during a fire drill.
- Ensure no student is left in the boarding house without a staff member looking after them.
- Completes all relevant training, including Safeguarding, before commencing employment.

2. Smooth running of Accommodation Houses

Performance is satisfactory when the House Parent:

- With the support of the Welfare & Student Services Manager and the Centre Manager, allocates rooms to students based on age, first language and student preferences
- Ensures all students in his/her house know, understand and adhere to the House Rules
- Has daily meetings with students in his/her house to ensure all students are aware of and understand meeting times, procedures and appropriate dress for all activities and excursions
- Keeps regular, accurate registers of students.
- Maintains up-to-date information about activities and staff on duty on the House notice board
- Ensures that all students' laundry is done on a weekly basis and is returned to students in a timely manner
- Ensures the availability of laundry facilities at appropriate times for staff resident in the House
- With the support of the Welfare and Student Services Manager, the Centre Manager and the Host School staff, ensures the House is secure during the day and especially at night, making sure that only authorised persons have access to the house at any given time
- Ensures that all students know how to lock away their valuables, and are given a padlock (should they need one) for their lockable drawer or cupboard, and that padlocks are returned on student departure days.
- Conducts room inspections regularly, to ensure that all rooms are kept clean and tidy and to report any damage to the Welfare & Student Services Manager immediately.
- Ensures that staff have access to the house kitchen at appropriate times.

3. Student support, discipline and counselling

Performance is satisfactory when the House Parent:

- Listens effectively to all student concerns, whether they are about the course, the House or of a personal nature
- Helps students with solutions to problems they may have, using appropriate suggestions and encouragement
- Mediates sensitively between students in the event of there being a disagreement or dispute and trying at all times to ensure an amicable and satisfactory solution
- Has a thorough knowledge of the discipline procedure for students as laid out in the Staff Manual and implements this where necessary, firmly, effectively and fairly

4. Effective liaison with Centre Manager, Director of Studies, Social Activities Manager and Host School Staff

Performance is satisfactory when the House Parent:

- Attends daily meetings with the Welfare & Student Services Manager to discuss any relevant matter relating to the House or any student resident in it

- Attends regular meetings with appropriate Host School staff to ensure sufficient provision of bedding, laundry and other provisions students may need that are provided by the Host School
- Refers students to other appropriate members of staff where necessary e.g. Centre Manager, Welfare & Student Services Manager, Director of Studies, or Social Activities Manager.
- Effectively responds to feedback on individual students from other members of staff.

5. Accurate and up-to-date record keeping of student files

Performance is satisfactory when the House Parent:

- Records accurately any money or other valuables deposited by students for safekeeping.
- Maintains accurate records of any pocket money withdrawn from safekeeping by students.
- Maintains accurate records of any medicine students need to take, the correct dosage, frequency and times of day it needs to be taken, and each time it is taken.
- Stores student medicine securely so that no unauthorised person is able to access it.
- Keeps students files accurate and up-to-date with information regarding students feeling unwell, any discipline matters and student counselling.

6. Participation in Social Activities Programme

Performance is satisfactory when the House Parent:

- Actively contributes to any afternoon or evening activity to which they have been rostered
- Promotes all afternoon and evening activities positively to students.

PERSON SPECIFICATION

House Parents are responsible for the smooth running of the accommodation houses at Lord Wandsworth College and take an active role in student welfare, discipline, and safeguarding, which includes health & safety. They ensure students are prepared for their classes and the activities programme, lead welcome activities for new students, hold daily house meetings and distribute pocket money. House Parents will also contribute to afternoon and evening activities on certain days of the week. For many students, House Parents are the primary contact for all welfare concerns. As you will be working with minors, you will be required to provide outstanding pastoral care and work in accordance with the WSE Juniors policy on Safeguarding Young People.

Essential:

- Strong commitment to safeguarding
- Experience with working with minors
- Excellent time management
- Cheerful, approachable and dynamic
- Assertive and non-confrontational
- Adaptable and flexible
- Willingness to learn and adopt new skills
- Able to make decisions and show initiative
- Great listener and communicator
- Professional appearance

Desirable:

- First Aid certification
- Experience with English learners
- Experience in a similar role

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