



## Job Description

<b>Title:</b>	<b>Assistant House Parent (Live in)</b>
<b>Responsible to:</b>	<b>Director of Services Supporting Learning</b>
<b>Responsible for:</b>	<b>Support the house parents in their duties Providing cover for the student houses for house parent days and weekends off Providing cover for student houses in case of sickness and emergencies</b>

### Assistant House Parent

The College has around 150 international students attending the College each year. Many of these students live in College organised accommodation. A key element of this role is to support our house parents in their role, particularly providing cover for the house parents days and evenings off. You would also provide to provide cover for staff sickness and emergencies.

The usual pattern of house parent cover will be Wednesdays to Saturdays where you would be covering during the day and overnight. Other duties will fit around this on other days of the week with an agreed day off. You will also cover one house parents weekend off.

The successful candidate will be provided with self-contained accommodation consisting of a bedroom, bathroom and lounge with a private entrance. All bills are included, and meals provided when on cover.

### Role Description

The College has four houses where it offers accommodation for overseas students and there is a live-in house parent at each house. The Assistant House Parents key roles will be to:

- Provide cover for house parent days and nights off, taking full responsibility for the student house during that period. This is likely to be Wednesday to Saturday, with cover ending at 8.30am on Sunday morning
- Provide sickness or absence cover for the houseparent current weekends off cover arrangement as required. Weekend cover will require the assistant houseparent to cover from on Sundays until 8.30am Monday, four times a year.
- Provide cover for any absence or sickness of house parents in an emergency
- Carrying out other duties as required by the College within your working hours
- Whilst on duty the following will need to be completed:
  - Ensuring the kitchen is clean
  - Vacuuming of communal areas as required
  - Checking in and out and the whereabouts of all students
  - Dealing with any wellbeing issues

A key function of this element of the role is to support and cover the house parents as outlined above and in doing so being an adult present in the College's houses and taking responsibility for the welfare of the students. The post holder must be willing to act as a parent figure who is generous with their time and responsive to the needs of the students. The post requires someone who likes and understands young people and is able to demonstrate common sense. They should be enthusiastic and inspirational to students. They should have good interpersonal skills and the ability to interact with young people and their parents or guardians. A can-do attitude and ability to problem solve is also essential. They will need a clean DBS, a full driving licence and access to a car.

## General

- To follow College policy in the management of Health and Safety in all aspects of your work, including a proactive approach to Risk Assessment for all your duties.
- Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice and using this knowledge to review College policies and procedures.
- Follow good practice and College policy in all aspects of the work and in the management of staff and resources. The post-holder will show an awareness of, and compliance with, all College policies and procedures, but particularly those relating to Health & Safety and Equal Opportunities.
- Undertake any reasonable task at the request of the Director of Services Supporting Learning, Principal or designated Deputy.

## Remuneration package

**This post attracts a remuneration and benefits package worth around £24,000, as following**

- **Free private living accommodation 52 weeks a year**
- Based on an UK average, estimated at a value of £650 month or £7,800 per year
- **All household bills paid including council tax and energy costs**
- Council tax based on band A (Rother District Council) £128 per month with 25% single person reduction - £96 = £1152 per annum
- Energy based on average in UK for 1 person is £1308
- **All food provided on cover days (4 days a week for 45 weeks)**
- Food based on average in UK for 1 person £1157 (£45 a week (7 days) for 4 days for 45 weeks which is the rental period for the students)
- **Free Wifi and college laptop for used during employment**
- Based on costs, wifi estimated value of £240 a year; laptop estimated value of £550
- **Personal allowance salary £12,000 a year**
- **Local government pension scheme with an employer contribution of 21%**
- **One day off a week plus two days off four times a year**
- **6.2 weeks paid holiday taken at Christmas and Summer when students are not in UK**
- **Free access to the College gym**

***Extract from House parent Job description, some of which will be relevant when on cover***

- *Provide an adult presence during agreed hours of duty and cover for emergencies.*
- *Plan, prepare, cook and serve 1 evening meal for students on the catering package within the allocated budget. (Only required weekend evenings and inn College holidays)*
- - *Promote the 'rules' of the house ensuring students are aware of the expectations and requirements of living in College accommodation, discipline where necessary, in conjunction with the Director of Services Supporting Learning/Vice Principals.*
- *Take responsibility for students' well-being.*
- *Assist/advise students in the arrangement of medical and dental appointments if required and accompany students when necessary.*
- *First line medical assessment including looking after students with minor illnesses and giving out non-prescription medicines.*
- *Ensure that any Child Protection or Safeguarding concerns you may have is reported to the relevant Child Protection Officers at the College.*
- *Ensure students follow routine as appropriate to their timetable.*
- *Ensure students adhere to the rules of the house,*

## ASSISTANT HOUSE PARENT

### PERSON SPECIFICATION

#### Essential

- Educated to at least level 3
- Excellent communication and interpersonal skills including good listening skills
- Warm and friendly disposition with a sympathetic personality
- Assertive and confident to deal with challenging students and situations
- Ability to relate well to young people and responsive to their needs
- Flexibility in your approach to your work, willing to go the extra mile
- Sense of humour
- Sensitivity, tact and diplomacy
- Enthusiastic and inspirational
- Co-operative with a can-do attitude
- Physically fit
- Understanding of a range of different nationalities, cultures and practices
- Ability to give support where necessary but also to enforce boundaries and expectations
- The ability to deal with emergencies calmly
- The ability to work in a team
- Patience with the ability to remain calm under pressure
- Good organisation, writing and IT skills
- Practical skills for housekeeping
- Have a sound knowledge of first aid or be willing to train for basic first aid skills
- Be discreet and adhere to confidentiality
- Have an understanding of safeguarding and child protection issues and/or be willing to attend training days in relation to current issues at the College.
- Good knowledge of technology and electronic systems.
- High standards of dress and behaviour.
- Driver with access to a car
- Ability to drive the minibus would be an advantage