



Job Description

Title:	House Parent
Responsible to:	Director of Services Supporting Learning
Responsible for:	Providing support and care for students (aged 16+) who live in one of the College's boarding houses – houses accommodate between 14 and 21 students

Role Description of House Parent

The main function of this post is to be an adult presence in one of the Colleges boarding houses and be responsible for the welfare of the students. The post holder must 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. They will need a clean DBS, a full driving licence, access to a car and be a non-smoker.

Our houses accommodate between 14 and 21 young people. They are generally very well behaved. The College is very firm about behaviour expectations and these are made clear to students from the outset. Full support is given to our houseparents to implement the policies we have.

Main duties

The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied. The job may involve any or all of the following:

- Provide a homely environment for the students living in the house including knowing them and supporting them as individuals.
- Be the adult presence during agreed hours of duty and cover for emergencies.
- Promote the 'rules' of the house ensuring students are aware of the expectations and requirements of living in College accommodation.
- Support students to settle into college life and encourage and support students in achieving a good work ethic and get the most from their stay in the UK
- Work with other members of staff across the college to help students enjoy College life and to achieve their potential.
- Take responsibility for the students well-being including assisting/advising students in the arrangement of medical and dental appointments in the UK as appropriate and accompany students when necessary.
- Plan, prepare, cook and serve an evening meal for students on the catering package as required
- Ensure food is provided for students as required, shopping online or in person as preferred.
- Clean communal areas of the house to a high standard and organising any student rotas as required.

- Monitor the cleanliness of student rooms and ensure students keep their room and bathroom cleaned to the standard required. This will include weekly room inspections.
- Ensure students maintain general standard of cleanliness in their rooms and present their bedding for washing (once a fortnight)
- Provide a monthly written update on each student to the Director of Services Supporting Learning.
- Act as a first aider, including supporting students to take care of themselves when they have minor illnesses and giving out non-prescription medicines if needed, as a parent/carer would do.
- Ensure that any Child Protection or Safeguarding concerns you may have is reported to the relevant Child Protection Officers at the College.
- Report any repairs needed in student houses to the Property Team promptly and accompany the Property Manager or is deputy on any maintenance checks
- Maintain a good standard of cleanliness in House Parent's private accommodation.
- Be a car driver and have access to a car for work purposes

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.
- From time to time undertake activities to support the college such as invigilation during exam periods
- 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 £28,872, as follows

Free private self-contained living accommodation 52 weeks a year

Based on an UK average, estimated at a value of £695 month or £8,340 per year

All household bills paid including council tax and energy costs

Council tax based on band A (Rother District Council) £141.79 per month = £1701 per annum

Energy based on average in UK for 1 person is £1350

All food provided during term time (45 weeks)

Food based on average in UK for 1 person £2025 (£45 a week 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 £300 a year; laptop estimated value of £550

Personal allowance salary £14,606 a year

Local government pension scheme with an employer contribution of 21%

One day off a week (including overnight) and one weekend a term

6.2 weeks paid holiday taken at Christmas and Summer when students are not in UK

Free access to the College gym

April 2025