



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 College accommodation. Managing and overseeing the accommodation

Role Description of House Parent

The College has two houses where it offers accommodation for overseas students (Dorset Road and Hastings Road). There is a house parent at each house. The House Parent will support the welfare and progress of students. This is an important role within the College and one which is central to exciting developments of our international work. Therefore, the successful candidate will help us shape the accommodation offer for international students and contribute to the international work of the College.

During the summer break, the house parent caters for the summer schools as required for part of the period.

The main function of this post is to be an adult present in one of the Colleges 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 and access to a car.

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 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 7 days a week within the allocated budget.
- Plan and provide breakfast 7 days a week for students on the catering package within the allocated budget.
- Provide a packed lunch or food for students to prepare their own lunch if preferred by the students.
- Shop as required to ensure that food supplies are maintained.
- Clean communal areas of the house including organising any student rotas as required.
- Ensure a general standard of cleanliness is kept in student accommodation including ensuring students present their bedding for washing.
- Promote the 'rules' of the house ensuring students are aware of the expectations and requirements of living in College accommodation.
- Maintain a good standard of cleanliness in House Parent's private accommodation.
- Accompany the Property Manager on a monthly maintenance check on all areas of the house.
- Launder students bedding and towels.

- Provide an individual laundry service as required
- Provide additional room cleaning and housekeeping services as required
- Order cleaning, domestic and medical supplies in conjunction with the Property Manager
- Take responsibility for students well-being.
- Provide a monthly written update on each student to the Director of Services Supporting Learning.
- Ensure awareness of students' individual health problems.
- Assist/advise students in the arrangement of medical and dental appointments as appropriate and accompany students when necessary.
- First line medical assessment including looking after students with minor illnesses and giving out non-prescription medicines.
- Help students settle in to college life and support students in achieving a good work ethic.
- Work with members of staff to help students enjoy College life and to achieve their potential.
- Encourage and motivate students.
- Ensure that any Child Protection or Safeguarding concerns you may have is reported to the relevant Child Protection Officers at the College.
- Carry out an inventory of fixtures and fittings and reporting the need for repairs and replacements to the Property Manager.
- Ensure student follow routine as appropriate to their timetable.
- Ensure students adhere to the rules of the house, discipline where necessary, in conjunction with the Director of Services Supporting Learning/Vice Principals.
- Undertake invigilation during exam periods across the year
- To provide 'on call' cover during the day for the other house parents 'on call' day off.
- 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.
- 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.

November 2018