

# STANBRIDGE EARLS SCHOOL

## JOB DESCRIPTION FOR HOUSEPARENT

**RESPONSIBLE TO:** The Deputy Headmaster Pastoral; in day-to-day matters relating to individual pupils' within the appointed boarding house.

**AIM OF POST:** To coordinate the supervision and care of boarding and day pupils; with particular responsibility for the health, clothing and general well being of those in the house, organise and support the care and domestic staff attached to the house and ensure that they carry out their work effectively and efficiently.

### **SPECIFIC AREAS OF RESPONSIBILITY:**

#### **Health and Medical**

1. To be responsible for the general health and well being of those in the house, liaising with the medical staff as appropriate.
2. In the case of any doubt or concern, to refer medical matters to the school medical staff or directly to the doctor's surgery or hospital.
3. To attend any sick pupils in bed in the house.
4. To be responsible for the well being of any day pupils who are unwell, making arrangements for them to be collected by parents as directed by medical staff.
5. To accompany children to medical centres as required.

#### **Pupils and their Parents**

1. To be responsible for the care, supervision, cleanliness and presentation of pupils in the house, coordinating and liaising with other boarding staff as necessary.
2. To be aware of the school uniform and clothing requirements of pupils, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing, and collecting clothing from shops, etc when necessary.

3. To liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters, in consultation with Housemasters.
4. To coordinate induction arrangements for new pupils joining the house; to ensure that any 'settling in' problems are resolved.
5. To provide a sympathetic presence in the house and to be sensitive to those who are having difficulties coping with school life; liaise closely with other relevant staff concerning the progress and welfare of pupils.
6. To provide a level of care and supervision in the evenings and at weekends, appropriate to the needs of the pupils in the house.
7. To write termly pastoral reports on pupils.

### **Domestic in cooperation with Housekeeping Supervisor**

1. After the end of term, to supervise the clearing up and cleaning of the house; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the Facilities Manager, with a copy to the Director of Finance; to advise on replacement or renewal of bedding, fixtures and furnishings.
2. At the end of the holidays (especially if the house has been used for holiday lettings), to supervise the preparation of dormitories and bedrooms, to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that rooms are clean and presentable.
3. To participate in the instruction and induction of domestic staff allocated to work in the house, following any administrative arrangements made by the Facilities Manager/Director of Finance; to advise the Facilities Manager/Director of Finance on domestic requirements and problems involving staff.

### **General**

1. To take part in such performance arrangement or staff review arrangements made by the school, on not more than an annual basis.
2. To take part in appropriate staff cover arrangements for other houseparents if needed.
3. To attend general and house boarding staff meetings as required.

4. To be familiar with the school's code of practice for health and safety and its policies and procedures for safeguarding children including anti-bullying and child protection procedures.
5. To carry out such other related duties as may be reasonably required from time to time by the Head, subject only to the provision that such duties shall fall within the general aim of the post.
6. To undertake professional development by following the BSA Professional Practice Certificate at the appropriate level.

Terms and Conditions of Employment are set out in the Letter of Appointment/Contract.