



# BURGESS HILL

## — GIRLS —

### Job Description

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|-------------------------|---------------------------------------|
| <b>Job Title:</b>       | Houseparent                           |
| <b>Reports to:</b>      | Boarding Lead                         |
| <b>Responsible for:</b> | Boarding students                     |
| <b>Contacts:</b>        | Students, parents/guardians and staff |

### Aims of Role

- Provide all boarders in the Boarding Houses with the best possible experience of boarding education by ensuring a challenging, supportive and nurturing environment
- Ensure the safety, good discipline, spiritual and moral guidance and pastoral well-being of all pupils in the House, in accordance with ethos of the School
- Support and help with the organisation and resources of the Houses
- Report any Health & Safety standards and requirements within the Houses
- Responsible for Safeguarding and Child Protection in the boarding environment
- Ensure health and safety standards
- Be an effective member of the boarding team
- To support the school in the planning and implementation of the enrichment programme for boarding

### Principal Accountabilities

#### Care, Welfare and Development of Students

- Establish excellent relationships with the girls based on trust and respect and to know them as individuals
- Ensure that the circumstances, needs, strengths and weaknesses of each of the girls is identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised
- Support fully the ethos of the School: encourage and support the life of the boarders and share in the taking of year group assemblies where appropriate
- Liaise with the Boarding Lead and other house staff team to maintain the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House. Contribute annually to review and assist the Boarding Lead in developing House Policies and handbooks
- Develop an awareness of the School's policies and procedures and ensure that all members of the boarding staff team (including senior pupils where appropriate) are familiar with these policies and are aware of the appropriate response needed in these areas
- Support the School's Behaviour Policy and define and implement a clearly understood and fair system of rewards and sanctions within the House in relation to the School's Code of Conduct. Inform the safeguarding team of any concerns regarding the safeguarding of children or anything that would require further action beyond the remit of the House staff
- Actively promote a cosmopolitan House and ensure that all girls - whatever their nationality or experience of boarding - are integrated into the life of the House and wider school



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- Develop in the pupils a sense of collective responsibility and sensitivity to the difficulties and needs of others, and to encourage such support and help for each other as is appropriate
- Assist with the running of the boarding committee, consisting of boarding representatives, House staff and help feedback to the Boarding Lead once per half a term
- Ensure the safety and security (physical and emotional) of all girls in the Houses at all times when they are in the School's care
- Develop good links with Form Tutors, Pastoral staff and the School Nurse to ensure that relevant information is communicated and shared appropriately
- Liaise closely and regularly with parents and guardians
- To keep relevant and suitable records of pupils' welfare, emotional problems, achievements and misconduct especially pertaining to trips and visits, permission to stay with friends and guardians always in line with data protection requirements
- To arrange transport and support pupils requiring health appointments at the doctors, dentists, opticians or hospital as required

### **Management and Organisation of Staff and Resources**

- Take responsibility for furnishings, fixtures, fittings, all housekeeping and maintenance matters in the Boarding Houses
- Assist with house accounts; ensuring accurate bookkeeping, and liaise with the Boarding Lead with regards to the budget
- Attend formal boarding staff team meetings regularly led by the Boarding Lead to ensure that there are good communication links with all House staff and that vital information concerning girls' welfare is always passed on to appropriate staff
- Co-ordinate the boarding assistants

### **Duties and Tasks**

- Work closely with the boarding team ensuring that the Boarding House provides opportunities for intellectual challenge and stimulation, in preparation for university life
- Work with other house staff to provide the boarders with opportunities for leadership within the School and the local community
- Ensure that a full and varied programme of activities is available within the Boarding Houses, to encourage boarders to be involved in a range of activities, particularly in the evenings and at weekends
- Promote the importance of House community
- Participate in whole school activities as required, and to ensure that the Boarding assistant, Tutors, and other academic staff where necessary support these appropriately
- Contribute to the ongoing development plan, as requested
- Reside in the accommodation provided by the School during term time, and to co-ordinate the beginning and ends of term. Recognise that boarding staff is 'on call' for advice and necessary action at all times - even if officially 'off duty' - should a colleague call for assistance in an emergency including covering staff sick leave



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- Attend such meetings and official school functions as are appropriate to the role
- Perform any other key tasks which the Assistant Head or Head may reasonably assign

### **Appraisal**

The Boarding Lead will appraise the Houseparent each academic year. Appraisal is designed to help and encourage professional development and performance

### **Professional Development**

The Houseparent will be expected to undertake the relevant Boarding Schools' Association qualifications at the level applicable, if she has not already done so, in addition to keeping his/her own subject knowledge up to date. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences