

**Job Title:** Day Houseparent

**Responsible to:** Head of Boarding

**Job Purpose:** When on duty, to be responsible for the wellbeing, safety and behaviour of the students who are boarding at one of our boarding houses

**Responsible for:**

- 1 To be responsible to the Head of Boarding and Resident Houseparents for the security and safety of the students and for their supervision, when on duty.
- 2 To be responsible to the Head of Boarding and Resident Houseparents for the health and welfare of the students, including, when necessary, liaison with the catering staff, with outside medical facilities and with parents.
- 3 To ensure that the rules of the house concerning discipline, studying and hygiene are implemented.
- 4 To work with other staff in the organisation and supervision of social activities.
- 5 To manage the work of the cleaning staff.
- 6 To be familiar with emergency procedures for the boarding houses for fire etc and to participate in the necessary drills/exercises. To be familiar with how to isolate gas, water, and electrical supplies to the house.
- 7 To help promote a good team relationship with other members of staff; to ensure the smooth running of the house and to contribute to the general welfare and happiness of the students.
- 8 To assist with the care of laundry.
- 9 To assist with maintenance of stock records for all cleaning and consumable materials (including medical).
- 10 To assist when necessary with clerical duties, including medical records.
- 11 To attend to the general care of the furnishings and fabric of the building.
- 12 To prioritise the safeguarding of all students and participate in training on safeguarding matters.
- 13 To contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not
- 14 To undertake such other duties as may reasonably be required by the Head of Boarding.

Cherrelle Parnell  
Head of Boarding  
November 2021

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**Reporting To :** Head of Boarding and Resident Houseparents

**Essential:**

- Empathy with the needs of young people
- Confident manner to ensure the maintenance of good discipline
- Experience in supervising a small team of staff
- Well organised
- Able to work on own initiative
- Basic computer literacy
- Committed to the protection and safeguarding of children and vulnerable adults
- Committed to meeting the individual needs of each student; to respect diversity , advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

**Desirable:**

- Experience in working with young people aged 16-19
- Experience in counselling
- First aid qualification or must be willing to be trained

**Terms & Conditions**

Hours: 24 hours a week over three days (Monday to Wednesday). 8.30 am to 5 pm with a half hour lunch break. 0.5628 FTE.

Salary: Support Staff Scale point 22-26, £19,927 - £22,761 FTE per annum, £11,215 to £12,810 actual per annum. Membership of the Local Government Pension Scheme.