

Job Title: Houseparent (Daytime)

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 Resident Houseparents for the security and safety of the students and for their supervision, when on duty.
- 2 To be responsible to the 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 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.
- 6 To work collaboratively with the other Houseparent (Daytime) to line manage the cleaning staff, providing day-to-day supervision, conducting regular supervisions and annual appraisals, and ensuring cleaning duties are carried out effectively.
- 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 maintenance and administering of medicines and keeping stock records for all cleaning and consumable materials.
- 9 To assist when necessary with clerical duties, including medical records and updating student care plans.
- 10 To attend to the general care of the furnishings and fabric of the building.
- 11 To prioritise the safeguarding of all students and participate in training on safeguarding matters.
- 12 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.
- 13 To undertake such other duties as may reasonably be required by the Head of Boarding and Resident Houseparents.

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Essential Requirements:

- 1 Previous experience of working with young adults.
- 2 The ability to communicate clearly, both verbally and in writing.
- 3 Ability to cope with minor incidents and emergencies, including First Aid qualification or willingness to be trained.
- 4 An understanding of the principles of behaviour management.
- 5 A commitment to the protection and safeguarding of children and vulnerable adults.
- 6 A commitment 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.
- 7 Proficiency with standard IT tasks (email, word processing)

Desirable requirements:

- 1 Previous experience of working in a residential setting.
- 2 Professional qualification for working with young adults.
- 3 Previous experience of supervising or line managing staff.