



Applicant Information Pack

Houseparent – Boarding House



Respect - Resilience - Success



Job Description

Title of Post	Houseparent
Grade and SCP	Grade 6 (SCP 7-12)
Post Status	Permanent
Accountable to	Director of Boarding



PRINCIPAL DUTIES AND RESPONSIBILITIES OF A RESIDENTIAL HOUSEPARENT

- Deputise in the absence of the Director of Boarding, with responsibility for all non-urgent day-to-day matters.
- Inform the Director of Boarding immediately of any urgent matters.
- Inform the Director of Boarding on the next day next day of any incidents occurring at the weekends or evenings.
- Support Boarding staff in their roles on a day to day basis.
- Assist the Director of Boarding with the induction of new staff.
- Assist with organising cover for absent staff in an emergency and at short notice.
- Along with Director of Boarding, be responsible for checking the details of any boarders wishing to sign out overnight.
- Organise transport to hospital for sick/injured boarders, if required, after lock up and to ensure there is suitable cover in place for remaining boarders.
- Oversee the locking and opening up of Adams House premises at the beginning and end of holidays.
- Assist in the organising of activities and staff rotas.
- Oversee the medical cupboard and First Aid boxes to ensure they are fully stocked.

PRINCIPAL DUTIES AND RESPONSIBILITIES OF A HOUSEPARENT

- Act in 'loco parentis' and therefore be responsible for all aspects of the pastoral welfare of the boarders in Adams House by forming constructive relationships and interacting with their individual needs.
- Be aware of and support equal opportunities for all including the inclusion and acceptance of all boarders.
- Work in line with school and boarding house policy and practice and National Boarding Standards.

DAILY DUTIES AND RESPONSIBILITIES (within a shift rota)

- Manage the individual needs of all boarders.
- At the start of every shift, read the duty book in order to be fully aware of any ongoing relevant information about boarders / situations which may impact on the shift.
- Ensure that all relevant information on boarders is recorded appropriately, being aware of the importance of confidentiality and informing colleagues and Director of Boarding on a 'need to know' basis.
- Check on the wellbeing of all boarders by 8.30am and report any sick boarders to the Adams House Secretary by 9.00am.
- Organise the care of ill boarders throughout the day and night.
- Responsible for the full open up of Adams House premises each morning and for securing these premises at night.
- Administer medication (prescription and non-prescription) to boarders according to instructions from the doctor and / or recommended directions from the manufacturer. Accurately record the administration of this medication and organise repeat prescriptions / purchasing of more non-prescription medication as necessary.

- General administrative duties such as filing, record keeping, attending to e-mails and actioning requests from prospective parents.
- Collating new admissions paperwork.
- Use a variety of methods to facilitate behaviour management.
- Launder boarders' clothing and bedding as required, monitoring and reporting any concerns over personal hygiene / welfare to the Director of Boarding.
- Take responsibility for the supervision of homework, liaising with teaching staff where necessary.
- Ensure all boarders are up, dressed and ready for school / college on time.
- Regularly check Adams House premises and report any concerns immediately to the Director of Boarding / Police.
- Take responsibility for knowing where all boarders are throughout the shift by monitoring the signing out book, daily register and regular site checks.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings.
- Take responsibility for and manage the individual medical needs of all boarders. This involves attending relevant training (specific and general First Aid), and accompanying boarders to medical appointments, planned and emergency, ensuring relevant information is available to health care professionals.
- Administer First Aid when required and make appropriate, informed decisions about the need to seek medical attention.
- Assist with addressing Child Protection issues under the guidance of the Director of Boarding.
- Be responsible for the monitoring and organising purchase of daily provisions for boarders.
- Be familiar with the Risk Assessments and trip checklists for Adams House organised trips and inform the Director of Boarding if appropriate measures are not in place.

The post holder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English and Maths • NVQ Level 4 or equivalent, or willingness to undertake this qualification • Full driving licence 	<ul style="list-style-type: none"> • First Aid qualification
Work or relevant experience	<ul style="list-style-type: none"> • Work with small groups of young people or individuals 	<ul style="list-style-type: none"> • At least five years' experience of working in a residential educational setting or other relevant environment
Knowledge and Understanding	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Ability to work with non-school based support agencies • Working knowledge of relevant policies/codes of practice 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Ability to relate well to young people, staff and parents • Ability to plan and organise effectively • Ability to drive minibus and boarding house car with pupils on board • Willingness to participate in training and development opportunities • Sufficiently fluent in spoken English to ensure effective performance in the role 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills • Ability to bring to the role initiative, enthusiasm and commitment • Ability to relate well to young people and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to maintain confidentiality • Ability to work under pressure 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	



The Thomas Adams School and Adams House
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Email: contactus@tas.318education.co.uk

Houseparent

Grade 6 (pt. 7 £20,447, pro-rata)

37 hours per week. Term time only

Are you an experienced and caring individual looking for a rewarding role in a supportive environment? Do you have a passion for working with children and creating a nurturing home away from home? If so, we have the perfect opportunity for you!

We are currently seeking a dedicated residential Houseparent to join our team at our small, family-run boarding house. This is a permanent position.

While the role does involve working some evenings and weekends, the rewards are plentiful. This role will include some administrative work, so a working knowledge of Microsoft is essential.

As a Houseparent you will work closely with the Director of Boarding and be responsible for the care of boarders on a day to day basis. During the evenings and at weekends, when the Director of Boarding is not on the premises, the Houseparent will make decisions regarding any welfare issues of boarders.

An application form is available to download from the school website: <https://www.thomasadams.net/vacancies/>

Please send completed applications to belinda.howells@tas.318education.co.uk

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date: **Noon 14th October 2024**

Interview date: **w/c 21st October 2024**

Before or after making your application, you are welcome to contact the school to arrange a visit or for further information. Please telephone Belinda Howells, Headteacher's PA on 01939 237000

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include

details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

- Online Searches may be done as part of due diligence and safer recruitment.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

In line with Keeping Children Safe in Education (KCSiE), online checks will also be carried out on the successful applicant.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <https://www.thomasadams.net/key-information/>