

Assistant Houseparent (Boys' Boarding)

Job Description

The Assistant Houseparent works closely with the Senior Houseparent and reports to the Head of Boarding. Their job is to assist in maintaining our high standard of care and ensuring the welfare and happiness of all boarding pupils. In accordance with the school's philosophy, we always strive to respect the dignity of each pupil and the unique cultural or racial background, national or religious heritage, which they bring to the school. The Assistant Houseparent will be expected to be resident within the boarding area during term time when on duty, according to the weekly and weekend rotas, except by arrangement with the Head of Boarding.

Specific boarding duties will include:

- Being on duty during the week and at the weekends as rostered.
- Being the lead member of staff in the Senior Houseparent's absence to ensure continuity of care and handover.
- Being visible and available to boarders during nominated hours of duty.
- Being on duty for two days at the start of each term to welcome the students back and to help them settle in, and on the last day of term to assist with the packing, clearing and checking of rooms.
- Being on call overnight, according to the duty rota.
- Liaising with the Senior Houseparent to ensure new boarders' inductions are completed in a timely fashion, at various times throughout the year
- Liaising with the Senior Houseparent to collect travel information from boarders for the various holidays throughout the year.
- Taking charge of the duty mobile phone when on duty in the Senior Houseparent's absence to ensure parents and guardians are able to make contact at all times.
- Ensuring emails are checked in advance of the start of term, and at the end of term, in case of emergencies.
- Ensuring effective communication with parents, guardians and agents when necessary.
- Liaising with the dry-cleaning company to organise the collection and delivery of dry cleaning. Ensuring invoice is correct and notifying Accounts department.
- Organising the sorting and distribution of dry cleaning to all boarders with the assistance of the Gap Assistant.
- General filing & administrative tasks.
- Assisting the Houseparents with checking bedrooms for tidiness before the students go to school.
- Contributing towards the rewards and sanctions programme.
- Monitoring maintenance and reporting issues to the Bursar or Senior Houseparents.
- Liaising with laundry staff regarding boarders' clothes and bedding.
- Organising the sorting of laundry for all boarders and arranging distribution, with the assistance of Boarding Prefects.
- Producing the Weekend Timetable for boarders' information.

- Ensuring all new boarders (short term and full) have the correct uniform and liaising with uniform shops as required.
- Accompanying boarders to medical, dental and other appointments, as required.
- Attending weekly meetings with the Senior Houseparents and Head of Boarding and meeting with other boarding staff, as required.
- Being responsible for the day to day discipline of the Boarding House when on duty.
- Informing the Head of Boarding of any concerns regarding a pupil and keeping a record in the Sanctions Log of good and bad behaviour.
- Monitoring academic behaviour and issues, liaising with teaching staff, Senior Houseparent and the Head of Boarding.
- Encouraging boarders to meet high standards regarding personal hygiene and dress.
- Encouraging boarders to establish healthy eating patterns and to take responsibility for their own health in conjunction with the School Nurse and Medical Officer.
- Encouraging boarders to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to school.
- Maintaining detailed student records paying particular attention to the confidentiality, privacy and sensitivity of issues.
- Liaising with the Senior Houseparent to plan and book a variety of activities during evenings and at weekends in consultation with the Head of Boarding and being the lead staff member on such trips.
- Overseeing supervised study and organising private study arrangements for students in liaison with the Senior Houseparent.
- Checking that all pupils are working in study areas and ensuring that a quiet working environment is maintained throughout study time.
- Accompanying boarders on outings when required.
- Accompany boarders to parents' evenings and events when required
- Supervising morning arrangements and breakfast time within the dining room as arranged by rota.
- Being available for unwell boarders when on call during the day.
- Attending Staff Briefings and meetings when on duty and communicating relevant information to the Head of Boarding and Senior Houseparent.
- Checking students into meals and assisting with supervision in the dining hall.
- Checking bedrooms for tidiness before the students go to school and before they go to bed.
- Helping to maintain a nurturing 'home from home' family atmosphere where boarders may feel free to approach boarding staff to talk through any issues.
- Checking that students are in their rooms at "room time" and turning off their lights at the specified times.
- Assisting with tours of the Boarding Houses, as required, in liaison with the Registrar.
- Adhering to guidelines laid down in the Staff Handbook and Pupil Handbook.
- Ensuring that all pupils operate within the Beechwood Code.
- Maintaining the Catholic Ethos of the school e.g. Church attendance with boarders.
- Answering the telephone and the front door whilst on duty.
- Unlocking and locking up, according to the rota, and ensuring the security of keys.
- Being on duty at other times as required by the Head of Boarding or the Headmistress. E.g. Beechwood Day and Eighth Weekend.

Full clean driving licence essential. The ability to drive the school mini-bus would be desirable.

Single accommodation in the school is provided rent free during term time, with the school paying electricity and other bills, except for a private telephone line. Meals will be provided in term time. This may be a live-out position, with overnight duties according to the rota.

Salary will be according to experience and relevant qualifications.

This post carries a notice period of one term.