

JOB DESCRIPTION

Role:	House Parent
ILH Centre:	Woodbridge School
Report to:	Head of Studies (HoS), Head of Activities (HoA) and Head of Welfare (HoW)
Residential/Non-residential:	Residential

KEY ROLES

- Ensure the safeguarding and welfare of all ILH students is prioritised at all times
- Provide and maintain a safe domestic environment for all residents
- Deliver and support the ILH Activities Programme
- Work with the management team to successfully run the ILH Woodbridge centre

SPECIFIC RESPONSIBILITIES

House Duties

- Work with the HoW to greet and settle students in when they arrive
- Work with the HoW and assist with student arrivals and departures, including airport duties
- Work with the HoW to safely store passports and travel tickets, and distribute pocket money
- Work with the HoW to deal with any students' welfare and pastoral needs, e.g. home sickness
- Manage and supervise students' wake up/bedtime routines on a daily basis
- Carry out regular roll calls and complete reports, registrations and any required administration daily
- Ensure effective house supervision of all residents at all times
- Manage and supervise students in the boarding house between lessons and activities
- Carry out daily checks on student rooms and report any problems to the HoW
- Be present in the boarding house from 22.00 until breakfast time every night. During time off, be present from midnight until breakfast time
- Ensure student behaviour management processes are in place and all staff work towards these
- Create an inclusive atmosphere in the boarding house where all students' needs are supported
- Maintain a safe, healthy and secure boarding environment for all residents
- Take all necessary steps to minimise any risk and report any concerns/feedback to the line manager
- Complete risk assessments and incident forms as necessary and submit these to the line manager
- Ensure suitable provisions are made if a child is sick or unwell, and remain in the house with any ill students
- Safely store and distribute medicines as required
- Follow all advice on safeguarding and health & safety set out by Woodbridge School
- Liaise with Woodbridge School staff who provide laundry and cleaning services
- Attend daily meetings with the HoA and HoW
- Carry out fire drills as required
- Provide support and information to staff with regards to duties, domestics, safeguarding and safety
- Open and close the boarding house as instructed by the HoS, HoA and HoW
- Carry out all reasonable house duties as requested by the HoS, HoA and HoW

Activities Programme

- Ensure you are familiar with all activity procedures and excursion destinations
- Follow all safeguarding and health & safety advice set out by the HoA
- Lead the safe transfer of students before and after activities as instructed by the HoA
- Attend activity briefings prior to afternoon and evening activities
- Supervise and actively participate in afternoon or evening activities, as required
- Attend excursion briefings prior to half-day and full-day excursions
- Supervise and actively participate in one afternoon excursion per week (on Wednesdays)
- Supervise and actively participate in one full-day excursion per week (on Saturdays)
- Assist with the planning and delivery of activities for students in the boarding house
- Encourage full student participation and ensure that students have a positive experience

Additional Duties

- Supervise and assist during meal times
- Attend all staff meetings and assemblies as required
- Help students achieve their individual best to become confident users of English
- Support the ILH Summer School ethos

Pre-course

- Take part in the induction at Woodbridge on the Saturday before the start of the course
- Assist with set up on the Saturday before the start of the course and the clear up at the end of the course
- Successfully complete an online Safeguarding course and provide certificate

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at Work legislation, CESC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of CESC and ilh will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES: 5 July – 2 August 2020 (4 weeks)

SALARY: £350 per week (+ 12.1% statutory holiday pay, paid in the final week)
There is an additional payment of £15 per week for returning houseparents.
For the Saturday induction you will be paid £50 + holiday pay for the session.

BENEFITS: All meals and accommodation provided

TIME OFF: One day per week (Houseparents are expected to be back in the boarding house by midnight.
All nights must be spent on-site in the boarding house)

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons he/she is responsible for or comes into contact with. All employees will be asked to undertake a Disclosure and Barring Service check.

PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- Up-to-date knowledge of British life and culture
- Eligibility to work in the UK
- Over 18
- Experience working with Young Learners
- Excellent written and oral communication skills
- Knowledge of Child Protection procedures
- Understanding of safeguarding issues and Prevent Duty
- Willingness to work early mornings, evenings and weekends as required

Desirable:

- Experience of working at a residential summer school
- Good working knowledge of Microsoft programmes
- Active interest in sport, arts & crafts
- Valid, enhanced DBS certificate for the child workforce
- First aid training

PERSONAL QUALITIES

Essential:

- Professional attitude
- Sympathetic and caring disposition
- Willingness to be flexible
- Ability to relate to all staff at all levels
- Ability to build effective working relationships
- Ability to prioritise workload
- Ability to remain calm under pressure
- Ability to accept responsibility
- Team player
- Good listener
- Culturally sensitive
- Enthusiastic and energetic
- Tactful and diplomatic
- Self-confident
- Patient
- Initiative and innovative