



ISS HOUSEPARENT AND PASTORAL LEAD JOB DESCRIPTION

Job Title: House Parent – International Summer School

Responsible to: Welfare Manager/Course Director

Main Purpose:

To manage the day-day running of the boarding house ensuring that all pupils enjoy a warm, welcoming, supportive atmosphere in house.

House Parents have overall responsibility for the pastoral care, safety and well-being of international pupils within the boarding house.

Manage and oversee the in house team of staff to include an Assistant House Parent and Activity Leaders

Roles and Responsibilities:

- Establishing a positive and welcoming atmosphere in the House, demonstrating superior pastoral care and discipline of students, ensuring that their safety and physical and emotional wellbeing is the top priority;
- Ensuring appropriate standards of behaviour are upheld in the House at all times, managing pupil conduct and behaviour, to promote harmony within the boarding house;
- Actively managing and supervising with all pupils during mealtimes in order to support a pleasant dining experience for all pupils;
- Ensuring roll calls, fire drills etc. are undertaken as required by legislation;
- To be an integral part of the team welcoming pupils and their parents/guardians on arrival and supporting pupils and their parents/guardians on departure;
- Ensuring that wake up and bed times are observed as laid out in the Schedule;
- Preparing and completing House Registers in line with the Summer School policy;
- Carrying out daily room checks, ensuring that the boarding houses are kept clean and tidy, providing a safe, homely environment within which pupils feel comfortable;
- Reporting any damages to the Operations team as necessary;
- Informing pupils about the housekeeping and laundry protocols, ensuring that cleaning and linen changes are completed according to the agreed schedule;
- Liaising with Operational Staff and the Welfare Manager as necessary;
- Undertaking communication with parents and agents by email, phone and in person when necessary, and as directed by the Course Director;
- Attending daily meetings with the Welfare Manager and Course Director;

- Performing simple first aid, referring any student requiring medical attention to the Welfare Officer as necessary and looking after any sick pupils, ensuring they are comfortable and have easy access to food and water etc;
- the care of sick pupils in house;
- Providing weekly progress reports for all pupils in advance of their departure;
- Assisting with the extra-curricular programme where necessary;
- Ensuring sufficient supplies of snacks and drinks are maintained in the House;
- Ensuring the campuses are closed down after completion of the course, and returned to their original state, to include all school facilities and equipment;
- Assisting at any time, whether on duty or not, with an emergency situation or where a student is injured or unhappy;
- Any other tasks as required to ensure the smooth running of the International Summer School;

Pre-course Duties will include: -

- Familiarising oneself with the Staff Handbook and SISS publicity materials (brochure, website etc);
- Liaising with the Course Director and other staff as required to establish team rapport
- Reading Keeping Children Safe in Education (KCSIE) and other policy documents provided
- Attending the course induction from 3 – 5 July 2024 and helping set up the campuses;

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate. All staff are required to familiarise themselves with the relevant Risk Assessments ensuring that H&S policies are adhered to at all times to ensure our pupils' safety and wellbeing.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.