**Job description and person specification**

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

**Job description**

| | |
|---|---|
| **Job Title:** | **House Parent** |
| **Reporting to:** | Welfare Manager, Senior House Parent |
| **Line management responsibility for:** | N/A |

**Main purpose of the role**

To undertake, manage and be responsible for the day-to-day running of a Boarding House, ensuring the safety and emotional well-being of students and upholding the good name of Bede's. Caring for students well-being throughout their time at Bede's Summer School.

**Managing the Boarding House:** Undertake the daily running of a Boarding House by holding Welcome and House Meetings, ensuring all domestic systems are in place and functioning optimally (cleaning, laundry, maintenance), making sure bedtimes are adhered to and carrying out room inspections. Ensure student bedrooms are kept clean and tidy, making beds each day, and clearing rubbish from the bedroom so they are ready for when students return to them each day.

**House Supervision Rota:** Create a House Supervision Rota to always provide adequate levels of staff supervision in the Boarding House with the help of the Activity Leaders, making sure that staff on duty observe and manage students' behaviour effectively to ensure the well-being of every student and uphold the good name of Bede's at the Host School.

**Health & Safety/House Maintenance Checks:** Ensure checks are conducted regularly (hazards, damage to the Boarding House or furniture, fire safety) and all action points are followed up and logged. Ensure a clean, tidy, and safe living community in which students feel comfortable and cared for. House Parents are the designated Fire Warden for their House.

**Student Conduct:** Observe, monitor and manage student conduct and behaviour and deal with any incidents of aggressive behaviour or bullying immediately to promote a harmonious international community in which every student can be confident, unafraid to voice opinions and thrive, no matter what their beliefs, customs or differences may be.

**Dispensing Medication:** Dispense and administer any over-the-counter medication or medication prescribed by a Doctor, following the instructions given by the Doctor and/or as written on the medication, always maintaining accurate and timely administration records on the Database.

**Activities & Academy Sessions**: Assist the Activity Leaders with (and when appropriate, lead) a range of sports and activities sessions or supervise students whilst on their academies lessons, positively, competently, professionally and safely (reading and understanding all relevant Risk Assessments) in order to provide a first class Social Programme for all students attending the Summer School.

**Safeguarding:** Promote and safeguard the welfare of all children and young people you come into contact with, ensuring you are aware of, and complying with, all safeguarding policies and procedures.

**Pastoral Care:** Work collaboratively with all Teachers, Activity Leaders and House Parents, as well as the Welfare Manager, Nurse and Centre Director, sharing information as necessary to provide a strong, competent, and consistent welfare service, and to ensure the physical and emotional well-being of all attending students, constantly being mindful of their attitude, demeanour and performance, dealing with minor problems, referring serious problems to the Welfare Manager and/or Centre Director. Take personal responsibility for any homesick students.

**Sick Students:** Provide students with a first-class care and welfare service, looking after any sick students who are under the care of the Nurse or Welfare Manager, but who need to stay in bed, making sure they are comfortable and have access to food and water. Ensure sick students are not left on their own for long periods of time.

**House Registers:** Take House registers at the appropriate times during the day (wake up, afternoon and evening), always following protocol in case any student is absent or goes missing, to ensure students' safety.

**Dining Room Duties:** Actively manage and supervise students during mealtimes (queue, serving area & seating areas), with the help of other centre staff, to ensure a calm and pleasant catering experience for students, catering staff and host-school staff, being particularly mindful of and acting upon students who seem to eat very little or are not eating at all.

**General Supervision:** Oversee students time outside of lessons during break and mealtimes, maintaining student behaviour at all times. Ensure engagement with students at all times in an approachable and professional manner in order for continued language learning outside of the classroom.

**Student Feedback:** Take personal responsibility for ensuring that every student in the Boarding House completes their online arrival/departure questionnaire on time and to act upon any negative feedback given by students to provide a first-class programme of study, sports, social events, and excursions.

**Airport Transfers:** Undertake airport transfers warmly and positively, following all timings accurately, to provide a competent and professional meeting and departure service of the highest quality and with minimal waiting times.

**Night Emergencies:** When in the Boarding House, deal with any emergency that may arise during the night to ensure the safety of the students, and staff.

**Set Up and Pack Down:** All centre staff are responsible for and required to help with the set up and pack down of the centre. This will be subject to contract length, therefore you may only be required to help with set up or pack down and not required for both.

**Other Responsibilities:** To undertake such other reasonable duties from time to time as the summer school may reasonably require.

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**Person Specification**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

| Requirements | Essential / Desirable | Measured by A, I, E |
|---|---|---|
| **Education and Qualifications** | | |
| Applicants with any medical training or professional qualifications in childcare, social work, education, counselling or psychotherapy are particularly welcomed | D | A |
| First Aid qualified applicants are particularly welcomed | D | A |
| **Knowledge and Skills** | | |
| A strong awareness of Health, Safety & Safeguarding (specifically as it relates to residential accommodation) is essential. | E | A/I |
| Strong and demonstrable organisational skills | E | I/E |
| **Experience** | | |
| Minimum 1 year experience working with children | E | A/I |
| Experience working with international students is preferred | D | A/I |
| Experience working in a residential context is preferred | D | A/I |
| Experience working with children with SEND | D | A/I |
| **Personal competencies and qualities** | | |
| The ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured, and often challenging environment is essential. | E | I |
| Ability to solve issues and problems with students is required | E | I |
| Enthusiastic, outgoing, confident and reliable | E | I |
| **Other Requirements** | | |
| | | |

**Additional information:**

Bede's Summer School, which attracts students from 50+ countries between the ages of 5 to 20 years, is a highly successful enterprise and a renowned part of the overall Bede's offering. All staff are challenged, both individually and collectively, to share the Summer School's ethos and actively contribute towards the Summer School achieving its objectives.

The safety and emotional well-being of students is paramount to the success of the Summer School experience and is a key contributor to why parents send their children, and agents send their clients to Bede's.

The job holder must be committed to providing a first-class pastoral care service that not only ensures students' physical and emotional well-being but also enables them to feel motivated and empowered to seize every opportunity whilst at Bede's. The House Parent must create a home-from-home that fosters respect, understanding and inclusiveness within a massively culturally diverse environment. The House Parent must also encourage students to practise their English whilst having fun, feeling included, motivated and challenged all the while being supervised and kept safe.

Managing a Boarding House and assuming responsibility for up to 70 students who are away from home is no easy task, the job holder will need wide-ranging skills, experience, and expertise to provide a first-class welfare service for students, achieve and maintain the high standards required and uphold the good name of Bede's Summer School.

The ability to think quickly, show common sense and pay attention to detail in many different and often unpredictable situations is fundamental for this role. Adaptability and flexibility are critical skills, as is a cheerful, positive, and can-do attitude, which is a prerequisite of the job. House Parents must be sensitive, understanding and maintain the ability to remain calm in stressful situations whilst thinking clearly using logic and reasoning.

House Parents will be trained to administer medication, they will be diagnosing and treating common ailments with over-the-counter medication, and administering medication as prescribed by a Doctor, overseeing the care of students in the absence of the Nurse and Welfare Manager. This is a huge responsibility and not only requires expert organisational skills, much common sense, good observation skills, and a sound understanding of children's needs, but also a great dedication to the job.

It is crucial that House Parents maintain appropriate boundaries between themselves and the students in their direct care and with whom they come into contact. This may be particularly challenging for House Parents who are close in age to some of the students at the centre. Staff members can never become students' friends.

House Parents usually work a 1pm - 11pm shift, in collaboration with the Activity Leader who covers the boarding house in the morning and evening. The working day can be long, intense, and often quite challenging (especially on arrival and departure days) but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

House Parents are residential - even when off duty, they must be willing to "leap into action" in case of any emergency that may arise, especially during the night.

House Parents are ambassadors of the Summer School and must contribute to upholding the good name of Bede's, locally, nationally, and internationally. At all times, whether on duty or off duty, in uniform or not, House Parents must act appropriately and do nothing that may compromise or jeopardise the School's excellent reputation.

Our goal is to give students an educational, culturally enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ those staff who are willing to accept this responsibility and who have the necessary skills, experience, and commitment to help us achieve our goal of being the very best Summer School.

*Bede's Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to satisfactory pre-employment checks, references, and an Enhanced DBS check.*

**Reviewed: November 2026**