

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:	Senior House Parent/Welfare Manager
Line management responsibility for:	N/A
Main purpose of the role	
<p>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.</p> <p>Managing the Boarding House: To undertake the day-to-day 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, carrying out room inspections and conducting Health & Safety checks to provide a clean, tidy, and safe living community in which students feel comfortable and cared for.</p> <p>Bedrooms: To ensure student bedrooms are kept clean and tidy, making beds each day, and clearing rubbish from the bedroom. To make sure that all bedrooms are ready for when the students return to them each day.</p> <p>House Supervision Rota: To create a House Supervision Rota to always provide adequate levels of staff supervision in the Boarding House, 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.</p> <p>Student Conduct: To 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.</p> <p>Pastoral Care: To work collaboratively with all Activity and House Leaders and House Parents, 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 and dealing with minor problems and referring serious problems to the Welfare Manager. To take personal responsibility for any homesick students.</p> <p>Sick Students: To look 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, to provide students with a first-class care and welfare service.</p> <p>House Registers: To 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.</p>	

Dining Room Duties: To actively manage and supervise students during mealtimes (queue, serving area & seating areas) 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 not be eating.

Student Feedback: To 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.

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.

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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 qualification 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
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
Other Requirements		

Additional information:

Bede's Summer School, which attracts students from 50+ countries between the ages of 6 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.

Managing a Boarding House and assuming responsibility for up to 70 students who are away from home is no easy task and 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.

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 on the campus. Staff members can never become students' friends.

House Parents usually work a 1pm - 11pm shift, in collaboration with a Activity and House Leaders who cover 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 considered 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 wide-ranging skills, experience, and commitment to help us achieve our goal of being the very best Summer School.

Written by: Lucy Fox

Date: October 2023