



## **FELSTED SCHOOL JOB DESCRIPTION**

### **House Parent**

#### **The Role**

Accountable to: Pastoral Manager

Campus: Senior

Residential

To create and maintain a safe, healthy domestic environment for all participants on the course. To be responsible for all aspects of student welfare and pastoral care during the programme whilst supporting the Summer School ethos.

#### **Role Responsibilities**

- Be the main point of contact for students regarding their welfare and pastoral needs
- Check students in, store their passports, return transport tickets, and medicine safely
- Care for students and address any issues that arise, such as homesickness
- Create an inclusive atmosphere in boarding houses where all students' needs are supported
- Provide support and information to Summer School staff members residing in your boarding house with regards to duties, domestics, safeguarding and safety
- Work with the Assistant House Parent, giving them support and guidance to assist you in running the house
- Complete house duties (wake up/bedtime) daily. Ensure that there are always two staff members present in the house during these times. In addition, directing and instructing staff members in their duties. Report any missed duties to the Pastoral Manager
- Plan, supervise and assist in the arrangement of activities for students in their boarding houses
- Complete risk assessments and incident forms as necessary, submitting these as instructed. Taking all the required steps to minimise any risk and report any concerns/feedback to the line manager
- Liaise with in-house staff who provide laundry and cleaning services
- Carry out roll call and registration daily
- Ensure suitable provisions are made if a child is sick or unwell. Distribute medicine as required, liaise with the nurse on all medical issues, and remain in-house with any ill students
- Supervise during meal times as required
- Ensure student behaviour management processes are in place and all staff work towards these
- Carry out fire drills and fire checklists weekly as required
- Contribute to the Summer School Newsletter and submit contributions by set deadlines
- Complete all admin work on time and as required
- Be aware of Child Protection issues and act accordingly as necessary, ensuring commitments to welfare are adhered to
- Lead the safe transfer of students from activities, as instructed by the management team
- Assist with excursions and afternoon sports or social programmes as required

- Set up and close the house as instructed by the Pastoral Manager and Summer School Office Manager
- Take part in staff meetings and staff induction as required
- Help prepare and conclude the course, setting up as required
- Carry out other ad-hoc duties as requested

## **Skills, Knowledge and Experience**

### **Essential:**

- Previous experience working with young people
- Excellent organisation and time management skills
- Excellent communication skills
- Good leadership skills
- Ability to relate to staff at all levels within the School, build effective working relationships and exercise tact and diplomacy
- Ability to work both on own initiative and as part of a team
- Be flexible and adaptable to situations as they arise
- Willingness to work evenings and weekends as required

### **Desirable:**

- Previous experience working in a similar role
- Previous experience working on a residential course
- Previous experience leading a team
- Safeguarding training
- First aid training

### **Schedule of work**

- Arrival Date on Campus: 7 July 2026, between 9:00 am and 5:00 pm
- Induction: 8 July - 11 July 2026; Location: Felsted School
- Junior and Senior Summer School dates: 12 July - 9 August 2026
- 4-week positions

### **Terms of Employment**

- Salary: £535 per week
- A minimum of £50 per day for induction 8 to 11 July
- Use of sports facilities, including an on-site gym
- One full day off per week (Thursday)

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note that it is an offence to apply for this position if barred from engaging in a regulated activity relevant to children. All employees are subject to pre-employment checks, including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_