



Langley  
SCHOOL



Brief for the position of  
**HOUSEPARENT**

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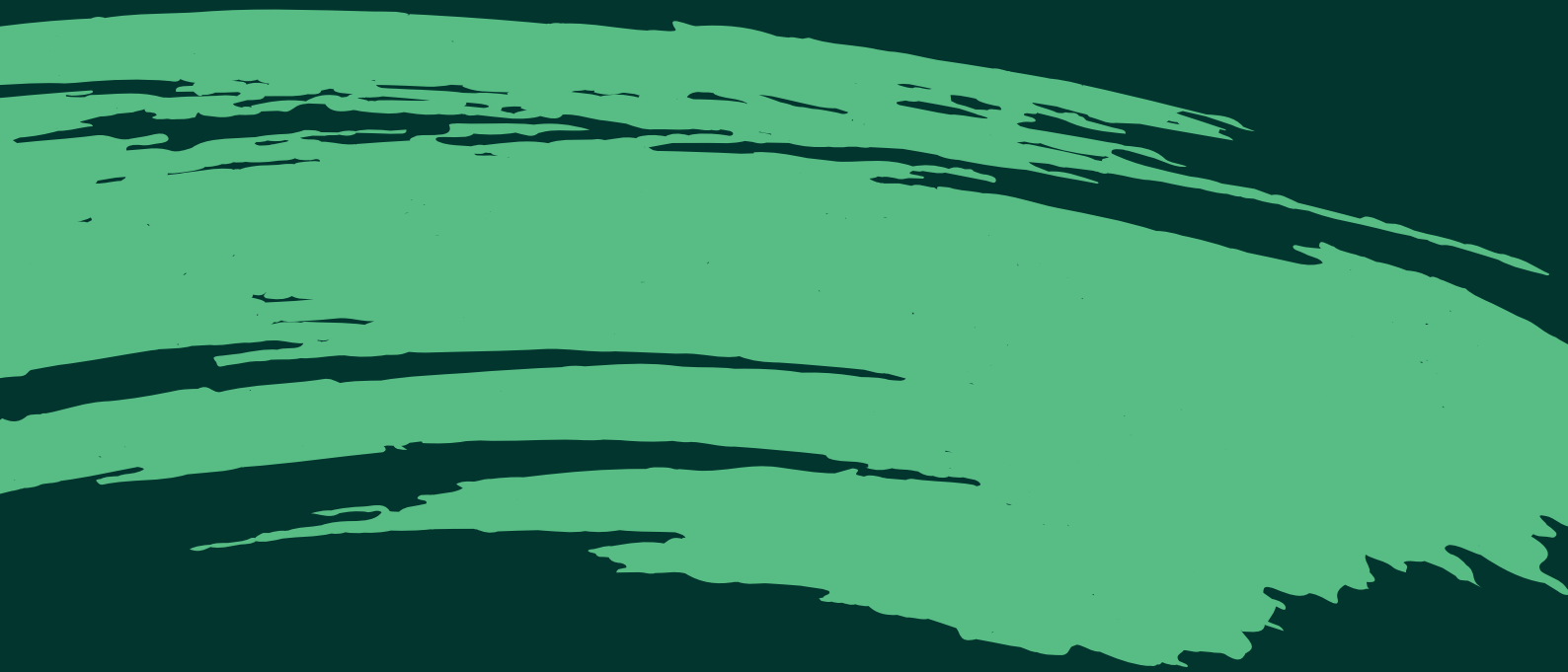
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# 01 BACKGROUND

Thank you for considering this exciting opportunity to join Langley School as a **Houseparent at our Senior School in Langley Park, Loddon.**

Langley School is proud to foster a thriving educational community, nestled amidst the stunning Norfolk countryside. Here, tradition meets innovation, and every pupil is valued, supported, and encouraged to flourish. From our youngest learners embarking on their educational journey in Nursery, to our ambitious Sixth Form students preparing to step confidently into their future, Langley School provides a nurturing environment that celebrates growth, learning, discovery, and achievement.

Our expansive, picturesque campuses—spanning over 100 acres at each site—offer a unique and inspiring setting where pupils can explore, thrive, and develop both academically and personally.

At Langley, we are guided by our core values of **kindness, confidence, curiosity, and integrity**. These principles underpin all aspects of school life as we equip our pupils with the skills to navigate the ever-evolving demands of the modern world. Creativity, resilience, and adaptability are at the heart of our approach, ensuring that every pupil is prepared for success.

If you feel that you have the professional skills to join our dynamic team, then we look forward to receiving your application.



## 02 ABOUT LANGLEY

**Langley School is a co-educational, inclusive day and boarding school catering to pupils aged from 6 months to 18 years. We are privileged to operate across two stunning countryside campuses: the Bluebell Nursery, Pre-Prep and Prep School are located in Taverham, while Bluebell Nursery, Senior School and Sixth Form reside just outside Loddon.**

Our beautiful, green campus locations provide ample space for pupils to grow, explore, and thrive in a supportive and inspiring environment. With the vibrant city of Norwich nearby, pupils also enjoy access to a dynamic and culturally rich setting that complements their education.

As one of only nine HMC (Headmasters' and Headmistresses' Conference) schools in Norfolk and Suffolk, Langley offers an exceptional standard of education alongside a variety of boarding options, including day, flexi, weekly, and full boarding.

1 Langley Prep School, Taverham

2 Langley Senior School, Loddon



## 03 THE ROLE

**Role:** Houseparent

**Site:** Langley Senior School

**Reporting to:** Head of Boarding

**Hours:** 26 hours per week (evenings and weekends, scheduled by rota), 35 weeks per year

**Salary:** £16,333.06 per annum (SS15 pay scale)

We are currently seeking a dedicated and compassionate individual to join our Boarding team as Houseparent.

As Houseparent your primary purpose is to supervise, nurture and guide our young people within the boarding house by providing quality care and pastoral support, creating a safe, well-ordered and friendly environment for boarders to live in. You will work closely with our existing team of warm, committed and professional boarding staff, the Pastoral team and our School Nurses. Our boarding team gives our boarders opportunity to develop their full potential, academically, socially and emotionally and helps to promote a strong sense of community within the boarding house.

Langley is a truly special place to work. With dedicated colleagues, a supportive parent body, and curious, motivated pupils, our school community is both stimulating and welcoming. We take great pride in our sense of family and the strong sense of belonging that unites us.



# 04 JOB DESCRIPTION

This Job Description covers the principal tasks required of the role and is not necessarily a complete list of everything required for the full professional discharge of duties. Key responsibilities include:

- Being a key part of the Boarding management team, ensuring that information and issues arising during shifts are correctly reported and followed-up
- Deputising for the Head of Boarding on occasion and also being responsible for escalating issues upwards, as needed
- Working closely with our students, undertaking duties in the boarding house on a pre- agreed rota basis between the hours of 07:00-23:00 (Monday to Sunday)
- Having a close working relationship with the medical team, administering medication (where full training will be provided) and providing high quality pastoral care to our students
- Ensuring accurate records are maintained as applicable to your role (Duty Log, CPOMS etc)
- Working with the other boarding management team members and wider boarding support team to ensure the day to day running of the boarding house is efficient and homely
- Providing 'on call' cover for absent colleagues in the boarding environment
- Staying on site as required for your allocated shifts
- Assisting in emergency evacuations in the boarding house, if the situation arises, as instructed by the duty manager
- Encouraging our young people to engage in clubs/activities
- Supervision and coordination of weekend boarder activities and trips
- Maintaining good order, appearance, and behaviour in the boarding house at mealtimes and throughout the school
- Being responsible for the general health and wellbeing of those in the House, being available to students for discussion of routine medical issues
- Undertake, assist with and oversee all house duties, including getting the pupils up in the morning, breakfast, dinner and bedtime
- Organise, plan and supervise weekend and evening activities together with the other houseparent(s) and/or assistant houseparent(s)
- Monitor and assist with prep
- Ensure high standards of discipline, manners and behaviour are maintained
- Awareness of the child protection issues concerning this position and being vigilant with child safety issues and to monitor the welfare of the children accommodated in your house and inform other staff as required of any issues that arise
- To liaise with parents as and when necessary

# 05 SKILLS & EXPERIENCE

- ✓ Ability to build positive and nurturing relationships with young people
- ✓ Confident in dealing with difficult situations and discussions with children with the ability to defuse situations to prevent escalation
- ✓ Ability to work as an effective and flexible part of a team
- ✓ Competence in holding professional boundaries and enforcing rules and routines
- ✓ Effective time management and organisational skills

- ✓ Have a good rapport with young people and act as a positive role model to them
- ✓ The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your communication on others
- ✓ Have the personality and presence required to carry out your duties effectively
- ✓ Be imaginative, articulate, adaptable and keen to make a difference
- ✓ A good understanding of safeguarding practices and proven track record in working effectively with young people



# 06 CANDIDATE BENEFITS

The successful candidate will enjoy the following benefits from the commencement of their employment:

- ✓ Free, onsite accommodation
- ✓ Professional development and ongoing CPD through internal and external training
- ✓ 24/7 access to the school's comprehensive Employee Assistance Programme, offering support for personal and professional well-being
- ✓ Complimentary school meals during working days
- ✓ Workplace pension scheme with Royal London
- ✓ Option to participate in the School's private medical plan with Bupa
- ✓ Covered by the School's Death in Service scheme (3 x annual salary)
- ✓ Free access to the school's gym facilities at the Loddon campus and swimming pool at the Taverham campus
- ✓ A truly unique and inspiring work environment, set on a heritage site surrounded by over 100 acres of green space and woodlands

## TERMS AND CONDITIONS

The starting salary for this role will be competitive and commensurate with the successful candidate's qualifications and experience.

Please note that Langley School reserves the right to interview and appoint candidates prior to the closing date of the application process.

## PRE-EMPLOYMENT CHECKS

Offers of employment are subject to the following pre-employment checks:

- Receipt of two satisfactory references.
- Completion of child protection screening, including checks with previous employers and the Disclosure and Barring Service (DBS)

# 07 HOW TO APPLY

Please note that all information within your application will be treated confidentially. In line with GDPR, we ask that you do not send us any information that can identify children or any of your Sensitive Personal Data.

**Applications should be received no later than midday on:**

**Friday 5th June 2026**

**Shortlist interviews shall take place:**

**w/c TBC**

To apply for this position, please complete the online application process; CVs will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

**For any further information please contact:**

**T: 01508 520210**

**E: [HR@langleschool.co.uk](mailto:HR@langleschool.co.uk)**



A dark teal silhouette of a castle with three towers and a central archway. The towers have crenellated tops and are supported by pillars. The central archway contains a smaller silhouette of a building with a crenellated roof.

Langley Senior School  
Langley Park  
Loddon  
NR14 6BJ  
0044 1508 520 210

Langley Prep School  
Taverham Hall  
Taverham  
NR8 6HU  
0044 1603 868 206

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