



Applicant Information Pack

HOUSEPARENT



'Every Individual is in a great school'

Letter from the CEO

Dear Applicant,

Thank you for your interest in this role. I am delighted you are considering The 3-18 Education Trust.

We are seeking to appoint an organised and proactive Houseparent with a successful track record of effective practice and delivering high quality levels of service. With an expected growth in the size of the Trust over the next few years, this is an exciting new role. The Trust central team prides itself on a high-quality support operation for our schools, to ensure that all young people in our Trust are given the best possible education.

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

Our Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

This recruitment pack contains details about our Multi Academy Trust, the commitment to our staff and students and information about each of our unique schools. Please explore our website and read the additional materials included in this pack to find out more.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or an informal discussion then please contact our Team via email belinda.howells@tas.318education.co.uk

We look forward to hearing from you.

Yours faithfully,



David O'Toole
Chief Executive

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



Bowbrook
Primary School



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ Unbeatable Pension Scheme

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ Holiday

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ Saving Scheme

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ Support for you and your family

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ Your wellbeing

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ Online GP Service

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ We've always got you covered

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ Cycle to work scheme

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ Home and Electronics Scheme

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ Awards for long service

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ Career Progression

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ Additional Perks

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free

Application & Appointment Process

An application form is available on the Trust website. Please complete and return it promptly, highlighting your relevant experience, skills, and personal qualities.

For more information or to arrange an informal conversation, contact Joanne Jones at joanne.jones@tas.318education.co.uk

Application Deadline: 7th August 2026

Interview Date: Shortly after

Submit Applications to: joanne.jones@tas.318education.co.uk

Or via My New Term

Interviews will be offered to applicants who best match the person specification and job description.

If invited for an interview, bring evidence of qualifications and documents for the DBS application process.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.

Job Description

Title of Post	Houseparent
Grade and SCP	Grade 6 (SCP 8-11)
Post Status	Permanent
Accountable to	Director of Boarding



PRINCIPAL DUTIES AND RESPONSIBILITIES OF A HOUSEPARENT

- Inform the Director of Boarding immediately of any urgent matters.
- Inform the Director of Boarding on the next day next day of any incidents occurring at the weekends or evenings.
- Support other Boarding staff in their roles on a day to day basis.
- Be prepared to assist with organising cover for absent staff in an emergency and at short notice.
- Assist with organising transport to hospital for sick/injured boarders, if required, after lock up and to ensure there is suitable cover in place for remaining boarders.
- Assist in the organising of activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES OF A HOUSEPARENT

- Act in 'loco parentis' and therefore be responsible for all aspects of the pastoral welfare of the boarders in Adams House by forming constructive relationships and interacting with their individual needs.
- Be aware of and support equal opportunities for all including the inclusion and acceptance of all boarders.
- Work in line with school and boarding house policy and practice and National Boarding Standards.

DAILY DUTIES AND RESPONSIBILITIES (within a shift rota)

- Manage the individual needs of all boarders.
- At the start of every shift, read the duty book in order to be fully aware of any ongoing relevant information about boarders / situations which may impact on the shift.
- Ensure that all relevant information on boarders is recorded appropriately, being aware of the importance of confidentiality and informing colleagues and Director of Boarding on a 'need to know' basis.
- Check on the wellbeing of all boarders by 8.30am and report any sick boarders to the school/6th form reception by 9.00am.
- Organise the care of ill boarders throughout the day and night.
- Responsible for the full open up of Adams House premises each morning and for securing these premises at night.
- Administer medication (prescription and non-prescription) to boarders according to instructions from the doctor and / or recommended directions from the manufacturer. Accurately record the administration of this medication and organise repeat prescriptions / purchasing of more non-prescription medication as necessary.
- General administrative duties such as filing, record keeping, attending to e-mails and actioning requests from prospective parents.
- Collating new admissions paperwork.
- Use a variety of methods to facilitate behaviour management.

- Launder boarders' clothing and bedding as required, monitoring and reporting any concerns over personal hygiene / welfare to the Director of Boarding.
- Supervise homework, liaising with teaching staff where necessary.
- Ensure all boarders are up, dressed and ready for school / college on time.
- Regularly check Adams House premises and report any concerns immediately to the Director of Boarding / Police.
- Take responsibility for knowing where all boarders are throughout the shift by monitoring the signing out book, daily register and regular site checks.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings.
- Take responsibility for and manage the individual medical needs of all boarders. This involves attending relevant training (specific and general First Aid), and accompanying boarders to medical appointments, planned and emergency, ensuring relevant information is available to health care professionals.
- Administer First Aid when required and make appropriate, informed decisions about the need to seek medical attention.
- Assist with addressing Child Protection issues under the guidance of the Director of Boarding.
- Be responsible for the monitoring and organising purchase of daily provisions for boarders.
- Be familiar with the Risk Assessments and trip checklists for Adams House organised trips and inform the Director of Boarding if appropriate measures are not in place.

The post holder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

Person Specification

Criteria	Essential	Desirable
Qualifications	• Good standard level of education • 5 GCSEs or equivalent, including English and Maths • NVQ Level 4 or equivalent, or willingness to undertake this qualification • Full driving licence	• First Aid qualification
Work or relevant experience	• Work with small groups of young people or individuals	• At least five years' experience of working in a residential educational setting or other relevant environment
Knowledge and Understanding	• Good numeracy and literacy skills • Ability to work with non-school based support agencies • Working knowledge of relevant policies/codes of practice	
Skills and Abilities (relevant to post)	• Ability to relate well to young people, staff and parents • Ability to plan and organise effectively • Ability to drive minibus and boarding house car with pupils on board • Willingness to participate in training and development opportunities • Sufficiently fluent in spoken English to ensure effective performance in the role	
Personal Qualities	• Excellent communication skills • Ability to bring to the role initiative, enthusiasm and commitment • Ability to relate well to young people and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to maintain confidentiality • Ability to work under pressure	
Special Conditions	• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	

How to Apply



The Thomas Adams School and Adams House

Low Hill, Wem, Shropshire, SY4 5UB. Tel: 01939 237000

Email: contactus@tas.318education.co.uk

Houseparent

Grade 6 (pt. 7 £22,691, pro-rata) plus paid sleep in shifts

37 hours per week. Term time only

Are you an experienced and caring individual looking for a rewarding role in a supportive environment? Do you have a passion for working with children and creating a nurturing home away from home? If so, we have the perfect opportunity for you!

We are currently seeking a dedicated Houseparent to join our team at our small, family-run boarding house. This is a permanent position.

While the role does involve working some evenings and weekends, the rewards are plentiful. This role will include some administerial work, so a working knowledge of Microsoft is essential.

As a Houseparent you will work closely with the Director of Boarding and be responsible for the care of boarders on a day to day basis. During the evenings and at weekends, when the Director of Boarding is not on the premises, the Houseparent will make decisions regarding any welfare issues of boarders.

An application form is available to download from the school website: <https://www.thomasadams.net/vacancies/>

Please send completed applications to belinda.howells@tas.318education.co.uk

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date: **Noon 7th August 2026**

Interview date: **Shortly after**

Before or after making your application, you are welcome to contact the school to arrange a visit or for further information. Please telephone Belinda Howells, Headteacher's PA on 01939 237000

Please note:

- It is essential that all elements of the application form are completed in full.

- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.
- Online Searches may be done as part of due diligence and safer recruitment.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

In line with Keeping Children Safe in Education (KCSiE), online checks will also be carried out on the successful applicant.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <https://www.thomasadams.net/key-information/>

