

	<p><b>Job Description</b></p> <p><b>Role: Residential Houseparent, Boys Boarding</b></p> <table border="1" data-bbox="398 323 1448 390"> <tr> <td data-bbox="398 323 747 390">Grade: H4</td><td data-bbox="747 323 1448 390">Reports to: Head of Crosthwaite Boarding House</td></tr> </table> <p><b>Role specifics: Full-time, 52 weeks per year</b></p>	Grade: H4	Reports to: Head of Crosthwaite Boarding House
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### Purpose of the Role

The Residential Houseparent has shared responsibility for the boarders' wellbeing within the Boarding House. You will be the first port of call for the boarders' medical needs and play a huge role in their daily lives with compassionate and empathetic approach.

### Main Areas of Responsibility

- The post holder will work a shift pattern, as established and reviewed periodically by the Director of Boarding and Head of Boarding House.
- The current requirement is to be on duty 3 days per week as well as being on duty every other weekend.
- A weekday duty is from 7:00 am through to 7:00 am the following morning. On these duty days, you will be on-call from 10:30 am to 3:40 pm for boarders who are ill and in sick bay. From 10:30 pm you are on-call through the night until 7:00 am. On duty days, you will be required to liaise with cleaners, laundry, surgery and chemist during these times as well as carry out key medical administration.
- All House staff are to be resident 24 hours before the start and end of each half term and term.
- As part of the role, you will be required to attend a weekly meeting with the other residential staff of The House.
- You will work with other staff so will work to ensure that the staff operate as a team and that their energies and skills are used in the best interests of all boarders resident in The House.
- Communication and liaison with boarding colleagues, school staff and with other external organisations such as The School GP and orthodontist.
- Appropriate professional appearance and dress is required at all times, to suit the needs of the role. The school will provide necessary PPE.

*A Specific Tasks document relevant to the individual role and according to individual departmental requirements is provided separately. These tasks will be subject to review within organisational needs.*

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **Equalities**

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

## **Health & Safety**

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

## **Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

## **Additional Information**

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 6-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

## **Accommodation**

The role comes with its own accommodation.

**Knowledge, experience and personal attributes**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Necessary skills and experience to act 'in loco parentis' and form healthy working relationships with boarders</li> <li>• Experience of working with young people</li> <li>• Knowledge of National Boarding Minimum Standards</li> <li>• Knowledge of Child Protection procedures and the Statutory Guidance 'Keeping Children Safe in Education'</li> <li>• Excellent administrative and record keeping skills</li> <li>• Ability to work unsupervised and to use own initiative</li> <li>• Organised, able to meet deadlines and take responsibility for tasks</li> <li>• Flexible and sensitive to the needs of a wide range of users in the school</li> <li>• A valid driving licence (or working towards one)</li> <li>• A willingness to undertake additional training both in and out of school, as required by the needs of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist skills, such as counselling for non-counsellors</li> <li>• Ability to communicate effectively with parents</li> <li>• Knowledge of the Social Care Common Inspection Framework</li> <li>• Knowledge of ICT systems</li> <li>• Appropriate minibus driving qualifications</li> <li>• A willingness to undertake more extensive CPD which could include visiting other state boarding school</li> </ul>

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Postholder name:	Line manager name:
Postholder signature:	Line manager signature:
Date:	Date: