



## **FELSTED SCHOOL JOB DESCRIPTION**

### **Assistant House Parent**

#### **The Role**

Accountable to: Pastoral Manager

Campus: Junior

Residential

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

#### **Role Responsibilities**

- Assist and cover for the House Parent when delivering pastoral and welfare care to students
- Be a main point of contact for students regarding their welfare and pastoral needs
- Care for students and address any issues, such as homesickness.
- Create an inclusive atmosphere in boarding houses where all students' needs are supported
- Complete house duties (wake up and bedtime), coordinate other staff members on duty, and assist students with all in-house facilities (e.g. laundry)
- Assist in the planning and delivery of in-house activities
- Carry out roll calls and registrations as needed
- Complete check-ins and check-outs on arrival and departure days
- Assist in any general welfare needs of the students
- Distribute pocket money and supervise meal times
- Support the co-curricular programme by assisting in academies, clubs and the evening social programme
- Ensure suitable provisions are made if a child is sick or unwell. Distribute medicine as needed, liaise with the nurse on all medical issues, and remain in-house with any ill students
- Support excursion duties, take part in excursions and supervise students whilst on these
- Contribute to the Summer School Newsletter and submit contributions by set deadlines
- Complete risk assessments and incident forms as necessary, and pass them on to the relevant department
- Be aware of Child Protection issues and act accordingly as necessary, ensuring commitments to welfare are adhered to
- Take all necessary steps to minimise any risk and report any concerns/feedback to the line manager
- Complete required administrative work, including writing reports
- Take part in staff meetings and staff induction as required
- Lead the safe transfer of students from activities, as instructed by the management team
- Help prepare and conclude the course, setting up as required
- Carry out other ad-hoc duties as requested

## **Skills, Knowledge and Experience**

### **Essential:**

- Excellent organisation and time management skills
- Excellent communication 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 of working with young people
- 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: £525 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 (Tuesday)

**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, 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.**

**This position is excluded from the provisions of the Equality Act 2010 owing to the occupational requirements of the post. The successful candidate will be required to supervise boys overnight within a Boarding House, and this can only appropriately be undertaken by a male. (Equality Act 2010, Schedule 9, Part 1 applies).**

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

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