

Godstowe

Boarding

Job Description - Houseparents

Reviewed
Dec 2024

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

To work closely with the other Houseparent in ensuring that the House functions in accordance with the boarding policy and school policies relating to discipline and pastoral welfare, as laid down by the Headmistress.

To safeguard and promote the welfare of all girls within the boarding community.

Management

Houseparents are responsible directly to the Headmistress but liaise closely with the Head of Boarding. The overall responsibility for Boarding lies with the Head of Boarding and the Headmistress, who is supported in this role by the Deputy Head – Pastoral and the Deputy Head – Academic and Organisation.

Duties and Responsibilities:

- To be aware of all aspects of safeguarding
- To be aware of the implications of the National Minimum Standards for Boarding Schools
- To attend boarding related INSET and workshop training sessions, as required
- To act in loco parentis and, therefore, to accept the overall responsibility for the health, safety and pastoral care of the girls in the House.
- To have full responsibility for running the boarding house when on duty, in accordance with the Godstowe boarding policy and policies relating to discipline and pastoral welfare
- To draw the attention of parents and girls to the Godstowe policies
- To ensure that these policies are put into practice within the house with the resident Boarding Assistants
- To support the House staff when on duty, keeping the Head of Boarding and Headmistress fully informed of any problems which may arise, as relevant
- To liaise with parents and school staff as appropriate and keep the other Houseparent fully informed
- To attend Staff Meetings and other meetings as necessary or as requested by the Headmistress
- To help foster good relationships between day and boarding girls
- To help encourage a culture of learning, creativity and develop a family community with the house and wider boarding community
- To liaise with Sister as required, regarding medical matters and keep accurate records of all medicines dispensed, keeping the Houseparent fully informed of all details
- To accompany girls to the Doctor, Dentist, Hospital or shopping, as required
- To help maintain all necessary records relating to pupil pastoral files, house records, etc.
- To ensure that staff going off duty effectively communicate all relevant information to staff coming on duty.
- To ensure that all other policies necessary for the smooth running of the house are drawn up in consultation with appropriate staff and communicated to all remaining house staff and girls

- To have joint responsibility for writing termly reports, keeping records and liaising with parents and school staff.
- To write any reports or references as requested for girls within the relevant pastoral group
- To help appoint Graduate and House Assistants when necessary and to be involved in their induction and development
- To organise staff rotas and staff cover as required, keeping the Headmistress properly informed
- To meet prospective parents when required to do so
- To ensure the House funds are kept in order, in communication with the Bursar, keeping accounts and writing pupil accounts at the end of each term.
- To ensure that House staff are kept up to date with any new policies initiated in school
- To communicate regularly with academic staff. To keep House staff fully informed of these discussions as appropriate
- To ensure that all staff know the emergency procedures and that they understand their delegated responsibilities
- To delegate other duties, as necessary, keeping the Headmistress fully informed

General Duties

- To ensure registration takes place in the morning and evening when on duty
- To keep a record of travel arrangements for Exeats and holidays
- To liaise with the catering department with regard to weekend numbers and house supplies
- To help ensure that proper procedures are adhered to for girls signing in and out of the house and for ensuring punctuality to morning registration
- To help ensure the observance of school uniform/dress code, maintaining the excellent presentation and appearance of the boarding pupils
- To draw the attention of the Houseparent and Estates Team to any repairs required to the furnishings or fabric of the building.
- To participate in meetings at the School which relate to the curriculum, administration or organisation of the school if appropriate.
- To ensure that boarders keep the house tidy
- To assist in the packing up at the end of each term
- To actively support school events as far as possible
- To undertake other duties specified by the Headmistress or Head of Boarding, as required
- To be on duty as laid down within the House staff rotas, including the two days prior to the start of a new term or beforehand if necessary and the two days immediately after the end of term. Where 'off duty' periods coincide with the beginning or end of term, to be expected to adjust these in consultation with the other Houseparent so that the House is properly staffed at these times
- Houseparents are expected to conduct themselves in dress and behaviour in a professional manner at all times, upholding the good name and policies of the school
- To draw the attention of the Bursar to any repairs required to the furnishings or fabric of the building
- To participate in meetings at the School which relate to the curriculum, administration or organisation of the school
- To make records of and report on the personal and social needs of the pupils, and to promote and safeguard their pastoral development

- To attend parents meetings and actively support school events as far as possible
- To participate in arrangements for further training and development
- Other duties specified by the Headmistress, as required

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress. The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.