



Job Description and Person Specification

Job Title:	Resident House Parent
Reports to:	Director of Boarding
Based at:	TASIS The American School in England, Coldharbour Lane, Thorpe, Surrey, TW20 8TE



Purpose

The House Parent is a key leadership role within the School who is responsible for ensuring the provision of a high level of social and pastoral care and support for our international and domestic boarding students both individually and as a group within the Boarding House.

This care and support is delivered to boarders through the management of a team of a Deputy House Parent, non-resident House Tutors, and a range of other staff. House Parents are a supervising, adult presence in the Boarding House, committed to ensuring the health and wellbeing of our boarding students and to assist them in their daily lives.

The role involves being a strong pastoral leader, a good team player and skilled manager with a distinct sense of purpose, working closely with other members of the Boarding Team and faculty across the School, as well as administration staff and the wider community of auxiliary staff that help with the establishment of a fair, productive and happy, social and working boarding environment.



House Parents predominantly work within the boarding programme but may also have some agreed teaching, coaching or activity responsibilities. Regular and appropriate training will be provided and a relevant induction programme will be effectuated prior to, and whilst, taking up this position.

House Parents are expected to be a key figure in delivering the PSHEE and Life Skills programme. The House Parent will oversee and drive the successful implementation of an element of the boarding programme, agreed in advance with the Director of Boarding.

A House Parent should encourage both students and staff to support the vision, ethos and policies of the School and that they promote high levels of achievement in all areas of School life. House Parents are expected to reside within the Boarding House during term time and are responsible to the Director of Boarding.

Key responsibilities to the boarding students:

1. To ensure the provision of a comfortable living environment and to establish and maintain a healthy routine for each student, including ensuring that standards of cleanliness and personal hygiene are carried out;
2. To ensure, as reasonably possible, the safety and security of all students at all times when they are in the school's charge;
3. To be aware of the implications of and ensure adherence to the Children Act 1989/2004 and the National Minimum Standards for Boarding Schools regarding welfare and pastoral care in the Boarding House;
4. To develop a collective responsibility in the Boarding House; to be aware of the difficulties and problems of others and to cultivate an ethos of mutual respect engendering support and help for others as is appropriate. In short, to cultivate a wider sense of the TASIS community within the Boarding House;
5. To encourage students to exercise leadership where appropriate and to nurture and work with student prefects as monitors, Boarding House Assistants and responsible individuals;
6. To help to ensure, with the support of the Boarding House Team, that students are aware of, and abide by, the School rules as set out in the Boarder's Handbook;
7. To maintain high standards of discipline, good appearance and morale;



8. To keep suitable records of students' progress, health, achievements and misconduct; to provide such reports and references as may reasonably be required;
9. To be aware of, and to respond to, the specialized needs of individual students, acknowledging those boarding students with a protected characteristic as defined by the Equality Act 2010;
10. To ensure that the individual circumstances, needs, strengths and weaknesses of each student is identified and known, as needed, to staff so that opportunities, talents and potential are developed and maximized;
11. To oversee the induction of new students into the Boarding House and the boarding community in general;
12. To ensure that a routine is established which ensures all boarders have sufficient rest;
13. To liaise with the Health Centre on the general health and lifestyle of students in the Boarding House, to keep closely in touch over individual cases of illness and to ensure that appropriate medical records are up to date;
14. To deal with disciplinary problems in a firm but caring manner and to liaise with the Director of Boarding and the Deputy Head of Boarding in any matter of serious concern;
15. To record all disciplinary issues that may arise within the community, this can be as disciplinary notes within the Boardingware Management System;
16. To be prepared to work long hours, often in emergencies and at short notice to care for the students in times of need or emergency;
17. To work within the Health and Safety Officers remit to ensure that all fire regulations are rigorously met, and regular fire drills are carried out accordingly;
18. To ensure that the daily registration, via roll checks and check-ins on the ORAH Management System, of the students is undertaken and entered electronically at the times required and at other times within the Boarding House to ensure the presence of students is accounted for as set out by the Director of Boarding and the Boarding Staff Handbook;
19. To ensure that this responsibility is carried out by members of other Boarding House team when off duty;



20. To ensure that visitors, who are not members of School staff, to the Boarding House are welcomed and carefully monitored, and that the bedroom accommodation, including the corridors, is private to the students and to members of the Boarding House Team and school staff only (also to parents at the appropriate times);
21. To ensure, that no other visitors, including members of the families of Boarding House Staff, are permitted to enter these areas without prior agreement from impacted students;
22. The House Parent must ensure that Boarding House rules are adhered to and that responses are both measured and fair in relation to any contraventions. A system of rewards should be followed to recognize compliance of the rules and for good conduct;

Matters relating must be recorded and where necessary may be referred to the Director of Boarding or Director of Pastoral Care for further action; and
23. To ensure all Boarding House notice boards and common areas are kept up to date with relevant information regarding safeguarding, pertinent literature and advice posters, updating as necessary.

Key responsibilities to the parents:

1. To use every opportunity to cultivate contact and communication with parents and guardians in as many different ways as possible and to get to know them personally, whilst maintaining a sense of ethical propriety. This includes newsletters, emails, managed School social media accounts, phone calls and face to face meetings;
2. To be prepared to respond to the concerns of parents at any time;
3. To keep parents and guardians informed about the progress and welfare of their children;
4. To ensure that the Boarding House is ready to welcome parents and students at the beginning of each term and after each half term and holiday;
5. To obtain parental or guardian permission for any visit by a boarding student to another family at any time. Also, to make contact and obtain relevant parental permission from host families and to keep records of such visits on the ORAH system; and
6. To seek from boarders and their families, the students travel arrangements for the beginning and end of every term including flight



details where applicable and ensure this information is recorded in the ORAH system.

Key responsibilities to the Boarding House Staff:

1. To induct, and lead, new colleagues into the Boarding House;
2. To work effectively with the Boarding House Team, organizing a fair duty Rota, to share best practice and to ensure that proper channels of communication are maintained at all times;
3. To work closely with all members of the Boarding House Team, to support them and to advise on professional development and training requirements;
4. To liaise closely with other House Parents to organize, manage and participate in the Boarders' Weekend Activities Programme on a Rota basis and other boarding associated evening activities within the School;
5. Hold regular, recorded, meetings with the Deputy House Parent and House Tutors in addition to attending a weekly meeting with the Director of Boarding, along with other House Parents;
6. Be open and honest about performance and encourage and facilitate professional development; and
7. Uphold and ensure that the ethos of TASIS England is engendered in the boarding community.

Key responsibilities to the School:

1. To promote self-discipline and a proper regard for the guidelines within the School Code of Conduct;
2. To maintain high personal standards of punctuality and professional appearance;
3. To participate in appropriate supervisory duties shared by all members of the Boarding House Team;
4. To complete student reports as and when required, before set deadlines;
5. To seek the Director of Boarding's authorization for any absence from Boarding House duties;
6. To prepare and maintain a Boarding House Handbook prior to the start



of the academic year, which will contain the boarders code of conduct, House rules and photos of returning students if applicable;

7. To contribute updates to the Boarding Handbooks on an annual basis;
8. To attend all relevant House Parent, staff and School meetings and PD days;
9. To attend all major School events, as required by the Head of School;
10. To maintain accurate records of personal information relevant to the care of individual students and to liaise with the Boarding Office to keep records up to date;
11. Maintain an accurate inventory of all Boarding House equipment and resources, ensuring that the Boarding House fabric, furnishings and any associated outside areas are maintained to a clean and tidy state and to report any damage of equipment, furniture or fittings via the helpdesk to Housekeeping, Maintenance or Security;
12. To ensure that the Boarding House is left in a properly secured and organized state after the departure of the students at the end of each term;
13. To understand and implement the School's Health and Safety policy, including any necessary Risk Assessments, and to ensure that all health guidelines and rules are followed and that the students are also made aware of them and comply with them;
14. Keep a regular, weekly, record of Health and Safety checks and issues and ensure prompt responses to matters relating;
15. To take an active part, along with all other members of staff, in ensuring that good relations are made with all members of the local and wider community and that the School is always promoted positively, particularly during Open Events;
16. Manage and maintain the academic evening Study Hall's from Sunday through Thursday evening, be informed and aware of the academic progress of the boarders in your care and initiate and facilitate academic support through the school's academic staff where required;
17. To undertake any other tasks relevant to the work of the Boarding House or the needs of the School, or students as they may arise; and
18. To provide an Annual Report in writing to the Director of Boarding at a mutually agreeable time.



Responsibilities at term end and beginning of term:

1. Have knowledge of all students entering the Boarding House after the holidays including a detailed itinerary of flights and transfer arrangements from the airport;
2. Have assisted in the preparation and assignation of each student to rooms within Boarding Houses and to assist in the dissemination of information to all relevant parties;
3. Make sure all boarders have read and understood the house rules and expectations and Boarding Handbooks;
4. Liaise with the Pastoral Team and/or Academic Staff regarding any new boarders or when matters that relate to boarder's School life arise;
5. Welcome all new boarders on their arrival to the School and show them their new room and prepare for discussions with new parents; and
6. To be available at the beginning and end of term to supervise the arrivals departure of all boarding students within your Boarding House including the coordination of travel information and host details.

Safeguarding Responsibilities:

1. To know the identity of the School's Designated Safeguarding Lead and Deputies;
2. Be proactively alert to indicators of potential safeguarding issues and report these immediately in accordance with the School procedure into the Child Protection On-Line Management System (CPOMS);
3. Be aware of the School's Safeguarding Policy and to follow its requirements;
4. Attend training relating to the safeguarding of children and young adults;
5. Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued; and
6. Create safe and secure learning environments.



Person Specification

Qualifications/Professional Bodies

Essential:	Desirable:
Undergraduate Degree or Higher National Diploma	Teaching qualification Youth work qualification Counselling qualification Child care qualification
GCSEs/NVQ	Boarding school training qualifications
Basic Safeguarding Training Certificate	Coaching/sports qualification
Evidence of CPD	Driving licence
	First aid qualification (or willingness to be trained)
	Safeguarding Level 2 qualification

Experience

Essential:	Desirable:
Working with young people in a residential environment	Experience of working in a secondary school environment
Effective organisation skills	Experience of working one to one with young people
Ability to communicate effectively, verbally, in writing and through IT systems	Leadership and management experience
Managing a boarding house/dormitory	Post 16 & Post 18 Opportunities

Skills/Knowledge

Essential:	Desirable:
Good knowledge of Child Protection and Safeguarding concepts and regulations	Knowledge of National Minimum Standards for Boarding Schools
	Knowledge of the Children Act(s) 1989 and 2004
	Knowledge of the Independent School Standards Regulations

Personal Attributes

Essential:	Desirable:
Committed to the staff and students within school, and a desire to put young people at the centre of the role	
Ability to work under pressure	
Good team player	
Able to show and take initiative whilst remaining within the School policy, procedures, code of conduct and ethos	
Ability to raise standards of attainment and aspiration	
Able to communicate positively and confidently with students, parents and colleagues	
Prepared to work long and often unsociable hours	
Supportive of school policies and procedures, rules and regulations	
Committed to safeguarding children and young people	
Committed to supporting a diverse, equitable and inclusive educational and working environment	