

ENGLISH STUDY CAMPS

by Wimbledon School of English



Job Title:	House Parent
Reporting To:	Student Services & Welfare Manager
ESC Purpose:	To enhance people's lives by equipping them with global communication skills.
ESC Values:	We are committed and proud of what we do We are open – we listen and respond We are consistent We are collaborative We are flexible and not afraid of change We are solution oriented We are courteous and kind to each other in all communication
Location:	At ESC Hampshire (Lord Wandsworth College), ESC Berkshire (Pangbourne College) or ESC Oxfordshire (Cothill House Prep School)
Benefits:	£480 per week (£538 including holiday pay) 12.07% holiday pay Fully paid pre-summer training and planning (up to two weeks) Fully paid induction Free accommodation included Free meals 7 days a week Nationally recognised level 3 safeguarding certificate Professional development sessions Free staff kit Use of host school sports facilities including swimming pool and gym Enhanced DBS check paid for Increased weekly salary for returning staff or those with a recognised first aid certificate or lifeguard qualification.
Responsibilities:	Sharing in the delivery of a high quality, varied and safe activities programme.

Description:

The House Parent role at English Study Camps is pivotal to our residential students enjoying their time in their boarding house accommodation. The House Parent is in charge of one of our boarding houses making sure that students are living in a safe and secure environment allowing them to enjoy their time living with other students. The position requires excellent communication and organisational skills whilst always having the safety of the students and other staff members living in the house at the forefront of their decisions made. It is a rewarding position that allows the post holder to be in 'loco parentis' of our international students and to make a positive impact on their stay with us.

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Key Areas of Responsibility:

1. Student Welfare, Health & Safety, Safeguarding

Performance is satisfactory when the House Parent:

- Creates a safe, secure, and welcoming environment for students.
- Ensures the safety and wellbeing of all students.
- Is friendly, but firm, fair and professional in areas of discipline such as punctuality to agreed meetings, speaking English, – in order to gain respect and create a positive social environment.
- Leads by example in the above areas at all times, whether on or off duty.
- Fully understands and adheres strictly to the Health & Safety policy, Student Discipline Policy, Safeguarding Policy, and Bullying, Abusive and Extremist Behaviour Policy, and who to report to.
- Gives new students a warm welcome to the boarding house and ensures the students have everything they need for their stay (such as toiletries, towels, etc).
- Provides snacks and drinks to students in the boarding house when required.
- Maintains a safe and secure environment for students, free of anything that could potentially cause physical or emotional harm to anyone.
- Ensures that all signs, posters and notices on the House notice boards are relevant, up to date and age appropriate.
- Has a thorough understanding of all school policies and relevant procedures as set out in the All-Staff Manual, the Policies, Procedures and Operations Manual (PPOM) and the Social Activities Leaders' Handbook, all of which are provided prior to employment.
- Ensures students know and understand the procedure for emergency evacuation of the House in the event of a fire and is able to effectively oversee the evacuation the House in such an event or during a fire drill.
- Ensure no student is left in the boarding house without a staff member looking after them.
- Completes all relevant training, including Safeguarding, before commencing employment.

2. Smooth running of Accommodation Houses

Performance is satisfactory when the House Parent:

- With the support of the Student Services & Welfare Manager and the Centre Manager, allocates rooms to students based on age, first language and student preferences
- Ensures all students in his/her house know, understand and adhere to the House Rules
- Has daily meetings with students in his/her house to ensure all students are aware of and understand meeting times, procedures and appropriate dress for all activities and excursions
- Keeps regular, accurate registers of students.
- Maintains up-to-date information about activities and staff on duty on the House notice board

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- Ensures that all students' laundry is done on a weekly basis and is returned to students in a timely manner
- Ensures the availability of laundry facilities at appropriate times for staff resident in the House
- With the support of the Student Services & Welfare Manager, the Centre Manager and the Host School staff, ensures the House is secure during the day and especially at night, making sure that only authorised persons have access to the house at any given time
- Ensures that all students know how to lock away their valuables and are given a padlock (should they need one) for their lockable drawer or cupboard, and that padlocks are returned on student departure days.
- Conducts room inspections regularly, to ensure that all rooms are kept clean and tidy and to report any damage to the Student Services & Welfare Manager immediately.
- Ensures that staff have access to the house kitchen at appropriate times.

3. Student support, discipline and counselling

Performance is satisfactory when the House Parent:

- Listens effectively to all student concerns, whether they are about the course, the House or of a personal nature
- Helps students with solutions to problems they may have, using appropriate suggestions and encouragement
- Mediates sensitively between students in the event of there being a disagreement or dispute and trying at all times to ensure an amicable and satisfactory solution
- Has a thorough knowledge of the discipline procedure for students as laid out in the Staff Manual and implements this where necessary, firmly, effectively and fairly

4. Effective liaison with Centre Manager, Director of Studies, Social Activities Manager and Host School Staff

Performance is satisfactory when the House Parent:

- Attends daily briefings with the Student Services & Welfare Manager to discuss any relevant matter relating to the House or any student resident in it
- Attends regular meetings with appropriate Host School staff to ensure sufficient provision of bedding, laundry and other provisions students may need that are provided by the Host School
- Refers students to other appropriate members of staff where necessary e.g. Centre Manager, Student Services & Welfare Manager, Director of Studies, or Social Activities Manager.
- Effectively responds to feedback on individual students from other members of staff.

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5. Accurate and up-to-date record keeping of student files

Performance is satisfactory when the House Parent:

- Records accurately any money or other valuables deposited by students for safekeeping.
- Maintains accurate records of any medicine students need to take, the correct dosage, frequency and times of day it needs to be taken, and each time it is taken.
- Stores student medicine securely so that no unauthorised person is able to access it.
- Keeps students files accurate and up-to-date with information regarding students feeling unwell, any discipline matters and student counselling.

6. Participation in Social Activities Programme

Performance is satisfactory when the House Parent:

- Actively contributes to any afternoon or evening activity to which they have been rostered
- Promotes all afternoon and evening activities positively to students.

Hours of work:

Our House Parents are required to work six days a week with an average weekly workload of 48 hours. There may be times when this is extended but time off in lieu will be given back the following week. Any overtime must be agreed with the Director of Young Learners before going ahead. As the nature of the summer school vary from day to day, your working times look similar to this:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00-09:30 Student wake up and HP morning briefing	07:00-09:30 Student wake up and HP morning briefing	07:00-09:30 Student wake up and HP morning briefing	Day off	07:00-09:30 Student wake up and HP morning briefing	Student Departures	Student Arrivals
Boarding house organisation	Taking part in afternoon activities	Boarding house organisation	Day off	Planning for weekend departures and arrivals	Student Departures	Student Arrivals
20:00-23:30 Evening House Duty	20:00-23:30 Evening House Duty	Evening off	Day off	20:00-23:30 Evening House Duty	20:00-23:30 Evening House Duty	20:00-23:30 Evening House Duty

When on duty in the evening in your house, you will be the person in charge and leading evening registration and activities then making sure students are in bed by the agreed time. When you are happy that the house is sleeping then you are 'on duty' in case of an emergency. This overnight period doesn't mean you need to stay awake; you need to be able to wake up and help with sick students, fire alarm or other disturbances.

Time off:

One full 24-hour period per week. Period must suit needs of programme.

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PERSON SPECIFICATION

House Parents are responsible for the smooth running of the accommodation houses at our residential schools and take an active role in student welfare, discipline, and safeguarding, which includes health & safety. They ensure students are prepared for their classes and the activities programme, lead welcome activities for new students and hold daily house meetings. House Parents will also contribute to afternoon and evening activities on certain days of the week. For many students, House Parents are the primary contact for all welfare concerns. As you will be working with minor, you will be required to provide outstanding pastoral care and work in accordance with the ESC policy on Safeguarding Young People.

Essential:

- Strong commitment to safeguarding
- Experience with working with young people in a residential environment
- Excellent time management
- Cheerful, approachable and dynamic
- Assertive and non-confrontational
- Adaptable and flexible
- Willingness to learn and adopt new skills
- Able to make decisions and show initiative
- Great listener and communicator
- Professional appearance

Desirable:

- First Aid certification
- British Boarding School experience
- Experience with English learners
- Experience in a similar role

Updated Nov 23 (PG)