

**Residential House Parent, 2017**

Discovery Summer runs a range of innovative high quality residential summer courses for young learners/teenagers in top independent schools around the UK as well as 'day' courses for adults, teenagers and young learners in Kensington. Our students enjoy learning skills through a range of language activities in English. On our residential courses English children take part in both lessons and activities.

**In our 2014 British Council inspection we were awarded 13 strengths out of a possible 15. Discovery Summer is currently ranked as the top multi-centre summer school in the UK.**

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Please read "**Information for Applicants – Residential Courses 2017**" available to download from [www.discoverysummer.co.uk/employment.php](http://www.discoverysummer.co.uk/employment.php) for details of course dates, salary and application procedure.  
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**Job Overview**

You will be responsible for the smooth running of your house and for the welfare of all course participants (students, English Student Hosts, staff, group leaders and Discovery Summer visitors) in your house. You will also participate in the social team, planning and running activities and excursions.

**Person Specification****Essential**

- Previous experience of working with children/teenagers in a residential setting
- Excellent communication and interpersonal skills
- Ability to establish and maintain robust systems in a house

**Desirable**

- Full driving licence and own car and willingness to use for business purposes  
*(Business insurance and mileage will be covered by Discovery Summer)*
- Pastoral/welfare experience
- First aid qualification *(Discovery Summer will pay for a 1 day course if necessary)*

**Reporting to**

Course Director

**Dress code**

Smart casual when not supervising activities

When supervising activities you will wear sportswear (no short shorts or revealing t shirts)

**Working Hours**

- Working hours at the centre will be long and the work will be intense
- You will be expected to be flexible and if requested, you must be prepared to accompany students to hospital at any time of day or night
- You will have one 24 hour period off per week plus additional time off during some working days
- Whether you are on or off duty, you will be expected to put the welfare of the students and staff first
- You will be asked to sign a waiver regarding the 48 hour working week

### **Pre-course (before arrival at the centre)**

- Read the Staff handbook, checklists and DS publicity materials (brochure, website, blogs)
- Familiarise yourself with the Discovery Summer Cloud and Portal
- Review the Welfare packing lists and advise Head Office of any additional stock, and/or facilities or other requirements in sufficient time for these to be in place before start of course

### **Pre-course (at course centre)**

- Ensure you are completely familiar with all Health & Safety and Fire procedures
- As per Discovery Summer guidelines, set up centralised centre procedures for the administration of medication
- Ensure you are familiar with all security systems and equipment
- Set up the house before students arrive, liaising with CD/Administrator regarding student rooming

### **General Duties**

- Follow systems and procedures as outlined in the senior staff handbook
- In conjunction with Course Director, welcome and settle in all course participants on arrival and ensure that they understand and abide by all house rules and procedures
- Be on wake up and bedtime duty 6 mornings and 6 evenings per week and ensure that other staff in your house are available to cover duties as necessary. You will be accommodated at the course centre in a single room in a student residence
- Liaise with senior staff members regarding all welfare/procedural issues relating to your house
- Ensure that any Health & Safety and security issues are recorded and dealt with and that risk assessments and fire drills are carried out as necessary
- In conjunction with Course Director, liaise with school domestic and maintenance staff, regarding all issues relating to your house
- In conjunction with the Course Director, ensure that all students keep any valuable locked away or handed into the Course Office and that they fully understand that DS does not accept liability against theft/loss of property in our safekeeping or in any other location
- Manage all other staff regarding issues in the house, ensure that they are present in the house at prescribed times and that they are clear about their responsibilities
- Administer a system for lost property
- Ensure that all residential students are helped to pack on departure
- Address disciplinary issues in conjunction with the Course Director and make comments on the Portal as required
- Where required, ensure students have sufficient information about Special Sports Options (SSOs) especially horse riding and liaise closely with the person responsible for managing the SSOs
- Maintain accurate and up-to-date registers and students records

### **Student welfare/supervision**

- Be a “mum” or “dad” to all course participants in your house, particularly if they are not used to being away from home; this includes dealing with homesickness, ensuring that students are wearing the correct clothes, ensuring that hygiene standards are maintained (using the toilet correctly, washing regularly etc.)
- Get to know all students and be a visible presence during your working hours, particularly during meal times, break times and at other non-structured times of the day
- Monitor students at breakfast, lunch and dinner to ensure they are eating well, mixing with other students and behaving well
- Ensure all students and English Student Hosts are in/out of the accommodation block at the correct times – this includes the period between bedtime and wake up
- Participate where appropriate in student meetings and ensure that they are both fun and informative
- Monitor that students are phoning home regularly; take phone messages and help students to phone home
- Supervise students in your house during house/chill out time
- Assist with activities/duties at other times as required
- Where required, supervise morning break
- Be sufficiently flexible to deal with unexpected situations

- Carry out any other reasonable duties

### **Medical**

- Be responsible for all medical issues in your house (in conjunction with an appointed first aider) such as administering medicines, keeping records of medical issues, looking after any unwell students
- Liaise with non-residential nurse (if appropriate) to ensure she sees any 'unwell' course participants and that care plans are implemented and recorded
- Take (or accompany with another staff member) students to the medical centre/ A&E as required
- Supervise care of ill students who are not attending lessons or activities.

### **Post Course**

- Ensure shutting down the centre is done in an effective manner and does not have a negative impact on the students
- Manage pack-up of your residence, ensure it is left as found and assist with packing/clearing other areas
- Ensure all course records are complete on the Portal when necessary and submitted to Head Office
- Complete an end-of-course report within 5 days of the end of your contract and be prepared to answer any minor queries that may arise.

### **All Discovery Summer Staff must:**

- Commit to safeguarding and promoting the welfare of all course participants (students, English Student Hosts, staff, group leaders and Discovery Summer visitors) at all times
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Work cooperatively with both Discovery Summer colleagues and host centre staff
- Follow the guidelines in the Staff Handbook regarding the standards expected in your job and how to deliver them
- Maintain confidentiality (in accordance with Discovery Summer's Data Protection Policy)
- Provide full and proper planning and recording documents as required
- Carry out directions from Head Office and comply with all legal and professional organisation requirements
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language
- Act in a thoroughly professional manner and uphold the good reputation of Discovery Summer

### **Discovery Summer's policy regarding alcohol, smoking and substance abuse**

You are working with children. Consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.