

Residential House Parent, 2019

In our [2018 British Council inspection](#) we were awarded 14 strengths out of a possible 15.

Job Overview

In close conjunction with the Course Director, you will be responsible for the pastoral care of students and English Student Hosts in your house. You will help create a relaxed, happy and caring environment in the house, maintain good discipline and ensure all course participants feel at home and at ease. You will also participate in activities and excursions as required.

Person Specification

Role Title	House Parent		
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)		
	Essential	Desirable	Method of assessment
Qualifications		<ul style="list-style-type: none"> • Holds or is studying towards a qualification in education, psychology or social care • Relevant training/certificates e.g. First Aid, Mental Health, Fire Safety (<i>Discovery Summer will pay for relevant courses if necessary</i>) • Full driving licence and own car and willingness to use for business purposes (<i>Business insurance and mileage will be covered by Discovery Summer</i>) 	<ul style="list-style-type: none"> • Application form and CV
Experience	<ul style="list-style-type: none"> • Previous experience of working with children/teenagers • Proven capacity to work alongside colleagues, contributing effectively to a team • Demonstrable leadership experience • Ability to solve problems with diplomacy and tact • Committed to safeguarding and promoting the welfare of all course participants, at all times 	<ul style="list-style-type: none"> • Proven experience of working with young people with mental health difficulties • Residential experience 	<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Culturally sensitive, excellent interpersonal skills and genuinely enjoys working with young people • Ability to create an orderly homelike environment in the boarding house where students feel parented and safe • Ability to motivate guide and support children/teenagers emotionally 	<ul style="list-style-type: none"> • Experience of organising events or leading groups • Good administrative skills 	<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references

	<ul style="list-style-type: none"> • Demonstrable organisation skills - can establish and maintain robust systems in a house • Provides a clear and accurate model of the English language 		
Personal attitudes and qualities	<ul style="list-style-type: none"> • Confident in leading groups, and speaking in front of large groups of people • Resourceful and can take the initiative • High professional and personal standards • Works well under pressure and can respond to situations calmly • Open to receiving feedback and wanting to develop new skills • Creative, energetic and fun 		<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references

Course Dates

Course Centre	Staff Induction <i>(Senior staff start at least 2 days earlier)</i>	Course Dates	Contract Length + pre-course induction	Age Range
Radley College Oxfordshire (11-14 and 14-17 years)	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 14 Aug	1, 2, 3, 4 or 5 weeks	11-14 or 14-17 years
Shrewsbury School Shropshire (12-16 years)	Monday 1 July Tuesday 2 July	Wednesday 3 July – Wednesday 31 July	3 or 4 weeks	11-16 years
ACS Cobham Surrey (12-16 years)	Wednesday 26 June Friday 28 June	Saturday 29 June – Saturday 27 July	2 or 4 weeks	12-16 years
Woldingham School Surrey (8-13 years)	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 7 August	2 or 4 weeks	8-13 years
Marymount International School Kingston-upon-Thames (8-13 years)	Thursday 27 June Friday 28 June	Saturday 29 June – Saturday 3 August	3, 4 or 5 weeks	8-13 years
Winchester College Hampshire	Saturday 13 July Sunday 14 July	Monday 15 July – Monday 5 August	2 or 3 weeks	14-17 years

Working Hours

- You will work 6 days a week
- Working hours at the centre will be long and sometimes unpredictable
- 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
- If you assist students in the night, due to e.g. homesickness or illness, you will be given compensatory time off
- 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

Sample Rota: Please note that at every residential centre, House Parent duties vary

	Times	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 6
M1	07:00 08:00	Arrivals	Wake-Up	Wake-Up	Wake-Up	Wake-Up	Wake-Up	Wake-Up
M2	08:00 08:50	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
M3	08:50 12:30	English Skills	English Skills	English Skills	English Skills	Excursion to Drayton Manor	English Skills	English Skills
A1	12:30 13:15	Lunch	Lunch	Lunch	Lunch		Lunch	Lunch
B1	13:15 14:05	Break	Break	Break	Break		Break	Break
A2	14:00 15:50	Multi-activities	Multi-activities	Excursion	Multi-activities		Multi-activities	Multi-activities
A3	15:50 17:20	Clubs	Clubs		Clubs		Clubs	Clubs
A4	17:20 18:30	Chill-out	Chill-out		Chill-out	Chill-out	Chill-out	
E1	18:30 19:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
E2	19:00 21:30	Welcome Games	Photo Treasure Hunt	Harry Potter Night	Art Attack	House Night	Miss Shrewsbury Fashion Show	Disco
E3	21:30 22:30	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime

Salary and benefits

- **£451 gross per week**
- Statutory holiday pay: **£54 per week** (calculated at 12.07% of gross salary)
- Full board accommodation is provided – worth **£52.85 per week**
- Discretionary end of contract/performance bonus
- Two day paid induction (paid pro rata)
- Relevant training e.g. First Aid
- Opportunities for professional development e.g. performance review, training and shadowing

Pre-course (before arrival at the centre)

- Read the Staff handbook, checklists and DS publicity materials (brochure, website, blogs)
- Reply to emails from your Course Director/Social Director so that they can find out more about you and provisionally allocate you to the rota/activities

Pre-course (at course centre)

- Ensure you are completely familiar with Discovery Summer's Code of Conduct, 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
- Ensure you are familiar with the mobile phone policy as decided by the Course Director
- Set up the house before students arrive, liaising with CD/Administrator regarding student rooming
- Discuss with the Course Director any specific group requirements

General Duties

- Follow systems and procedures as outlined in the staff handbook
- In conjunction with Course Director, welcome and settle in all course participants on arrival and ensure that they understand and feel positively motivated to respect 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, normally in a single room in a student residence
- Liaise with senior staff members regarding all welfare/procedural issues relating to students/staff in 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
- Pass on all issues relating to your house to allow the Course Director to liaise with school domestic and maintenance staff
- In conjunction with the Course Director, ensure that all students keep any valuables 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 safe-keeping 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 student 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; help students to phone home
- Supervise students in your house during house/chill out time
- Assist with activities, excursion supervision and other duties as required
- Where required, supervise morning break
- Be sufficiently flexible to deal with unexpected situations
- Carry out any other reasonable duties

Student Hosts

- In conjunction with the Course Director, ensure English Student Hosts are effectively welcomed and inducted
- On a daily basis, read Portal comments about English Student Hosts and give them honest feedback about their performance
- Write Portal comments about any behavioural issues and discuss with the Course Director
- Liaise with Leo at Head Office about any issues arising with English Student Hosts

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 Staff Handbooks regarding the standards expected in your job and how to deliver them
- Maintain confidentiality (in accordance with Discovery Summer’s Data Protection Policy)
- Complete all documentation 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 to 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.

Last updated: 19/11/2018