



# Kings Young Learners

Last updated: 24 Feb 2021

## **Job Description: House Parent 2021**

**Location:** Downside School, Bath  
Cheltenham College, Cheltenham  
London Southbank University

**Reports to:** Welfare & Covid Safety Compliance Manager and ultimately Centre Manager

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### **Role Description**

The main role of the House Parent is to manage the health safety and wellbeing of students in boarding houses. All house parents work a 6-day week. Due to the nature of the role, House Parents are sometimes required to work intermittently through the day, beginning with wake-up duties, and finishing with lights-out. However, the individual periods of work throughout the day are shorter than English lessons or activity sessions.

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### **Duties and Responsibilities:**

- To take charge of the general welfare of all students in the boarding houses
- To ensure the safety and well-being of the students during meals +in certain break times in the boarding houses and in the evening
- To oversee all aspects of pastoral duties including (on a rota basis) wake-up and lights-out duties, laundry day, cleanliness and maintenance of the boarding houses
- To act as a guardian to all individuals in assigned houses (see guardian duties for details)
- To ensure the health and safety of all students, taking any necessary and appropriate measures in relation to medical issues as and when they arise
- To support the Welfare and Covid Safety Manager in the execution of covid safety measures around the centre
- To assist with meeting and greeting/checking in students on arrival and departure transfers
- To carry out meal time duties on a rota basis
- Regular assistance with control of discipline, observance of time-keeping, etc. both at night-time and meal-times
- To encourage a house community with regular meetings with students, creating 'house' activities, house anthems and personalised notice boards
- Attendance at regular staff meetings
- To lead and supervise activities/off site excursions as directed



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## Person Specification

Kings is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. All staff will be required to undergo a background check.

All houseparent must be over the age of 18 and be eligible to work in the UK.

## Applicants must be able to demonstrate:

- Safeguarding young people training or equivalent
- Experience of working with minors in a supervisory/pastoral role
- A mature manner in order to effectively communicate with students, parents, group leaders, and other staff alike
- Excellent communication and interpersonal skills
- Energy, enthusiasm, and an empathy with children/teenagers
- Flexibility and adaptability regarding working hours

## Desirable attributes include:

- University degree completed or in progress
- Previous house parenting experience
- Interest/ability in areas such as sports, music, arts, drama, tour guiding
- Current first aid certificate

## Remuneration package:

Basic pay per week:

Age 18 -24    £385

Age 25 +      £410

Holiday Pay:

12.07% of your gross pay will be added to final pay

Food and Accommodation:

Accommodation and 3 meals a day are provided

Bonus:

A loyalty bonus of £20 per week is paid to all house parents returning to the houseparent and is added to final pay.

Staff at Kings are paid fortnightly (a week in hand).



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Kings is an equal opportunities employer and we adhere to the principles of equal opportunity in all aspects of our recruitment process.