



## The Harefield Academy

### Job Description

<b>Post:</b>	Residential Houseparent (October 2019 - July 2020)
<b>Main Purpose of the job:</b>	<p>To support the general organisation, resources and activities of the House, providing an environment that is safe, where good behaviour and positive correction is accepted and where the pastoral wellbeing of all students is achieved.</p> <p>The post holder will help the students mature into confident, civilised and successful young people</p>
<b>Responsible to:</b>	Senior Leadership Team (SLT)
<b>School Type:</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 18.
<b>Grade:</b>	£18000 spot salary

#### General

- All post holders will have access to performance management systems and support.
- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.
- General tasks are varied from time to time to take into account the changing nature of the Boarding House and demands made upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

#### Typical duties will include

- Supervising and attending to the needs of all boarders.
- Making sure the boarding house stays in a tidy state.
  - Emptying/ filling dishwashers.
  - Main space is looked after and kept tidy.
  - Kitchens are kept tidy and monitored to ensure boarders clear up after themselves.
- Running of activities for boarders' entertainment and enrichment.
- Local food preparation.
- Use of behaviour policy to apply any sanctions/rewards where necessary.
- Supporting study sessions.

#### There is an expectation that all adults who work at The Harefield Academy will:

- Create opportunities to support The Academy vision.
- Have respect and care for students and all other adults.
- Set the highest possible standards through the ways in which we behave, talk to each other and strive for excellence in all that we do.

- Support The Academy uniform policy for students and echo this through professional and business-like mode of dress.

### Job Purpose

- Under the guidance of the Head of Boarding to ensure that all staff know and can implement the emergency procedures and ensure that they understand their delegated responsibilities.
- To ensure that boarding policies are consistently adhered to by all students.
- To attend Open Mornings, Parents Evenings, Whole Academy Meetings, INSET and Workshop training sessions, and Boarding Staff Meetings as required.
- To ensure that when going off duty you effectively communicate all relevant information to staff coming on duty and record information as agreed.
- To ensure there is an appropriate level and culture of confidentiality within the House.
- To act in loco parentis and therefore to accept responsibility for the welfare, health, safety discipline and care of the Boarding House students when required to do so.
- To foster, with the support of the house team, the establishment of a happy and caring environment within the house, by listening, understanding and responding to the students' needs.
- To encourage a culture of learning, creativity and development in the Boarding House.
- To influence behaviour and discipline in the house, supporting the Boarding House disciplinary policy and report incidents to appropriate staff.
- By encouragement and reward, and by a clearly understood and fair system of sanctions, foster an acceptance of the Boarding Houses code of conduct.
- To inform the Head of Boarding in serious cases of breaches of Academy rules.
- To support students, at a time and place which is conducive to good communication, concerning any emotional, social or behavioural problems they may have; to inform the Head of Boarding if any referral to outside agencies is required.
- To fulfil the requirements of The Academy's policy on child protection.
- To ensure that the individual circumstances, needs, strengths and weaknesses of each student are identified and known by staff, so that the individual opportunities, talents and potential are developed and maximised.
- To support the involvement of students in extracurricular activities and their personal development.
- Assist the induction of new students into Boarding House life.
- Ensure that routine paperwork is dealt with efficiently to use every opportunity to cultivate contacts and communicate with parents, to ensure that they are fully conversant with their child's welfare and to ensure that any family incidents and problems are brought to the attention of those who need to know.
- To assist in promoting good relations between the House and the general public, particularly with present and prospective parents and the local community.

- To liaise with the Welfare staff to ensure that the students medical requirements are properly catered for and to encourage students to adopt a healthy lifestyle.
- To contribute to accurate, up to date records (addresses incidents, sanctions, hazards, behaviour etc.).
- To follow procedures in place for signing in and out, for ensuring punctuality to registration.
- To ensure the observance of Academy uniform/dress code, maintaining the excellent presentation and appearance of the students in the Academy and also in the wider community at all times.
- To ensure that the students leave their rooms tidy every morning.
- To work with the medical department in providing first aid cover and support.
- Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Headteacher from time to time.

The post holder's duties must at all times be carried out in compliance with The Academy's Equal Opportunities and Race equality policy and other policies designed to protect employees or service users from harassment.

The post holder must take reasonable care for the health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at work Act to be performed and to follow The Academy's Health and Safety policy.

It is the duty of the post holder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The post holder should also counteract such practice or behaviour by challenging it or reporting it to the relevant authority.

All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

## COMPETENCIES

**Quality** – To exemplify highest professional standards at all times

**Creativity** – To provide creative and practical solutions to meet students' needs

**Communication** – To listen actively and communicate ideas and information in a clear, concise and open manner.

**Team working** – To co-operate proactively and interact positively with colleagues

**Planning** – To organise house arrangements appropriately.

**Positive learning** – To show the ability to learn from experience and take advice from both peers and the individual line manager