Handcross Park School

Boarding House Parents

Job Description

Post: Boarding House Parents

Responsible to: The Deputy Head

Overview: This is a key position within Handcross Park and a very exciting time to be joining this busy, growing school. The role demands a commitment to the overall pastoral care and well-being of our pupils, together with exceptional people skills together with energy and enthusiasm and the willingness to go the extra mile. One or both of the House Parents may be a member of the teaching staff, although non-teaching staff will also be considered. It is possible that only one House Parent will teach whilst the other will work only as a House Parent, for an additional allowance.

Key Responsibilities:

- To provide strong and caring leadership that results in a boarding house which provides a safe and happy environment where the children can thrive.
- To lead the Boarding House to the highest standards of professionalism as a role model for children and colleagues alike.
- To act in ‘loco parentis’ and therefore to accept overall responsibility for the welfare, health, safety and pastoral care of the pupils in the House.
- To teach a specialist subject area to a high standard. Any teaching subject will be considered.
- To co-ordinate a response to a pupil’s problem, working closely with form tutors, Heads of Upper, Middle and Lower Schools, teaching staff and, where necessary, Senior Management and medical staff.
- To contribute to the academic progress, discipline, standard of behaviour, manners and dress of pupils in the House and to share this responsibility with teaching staff when pupils are in School.
- The House Parents will be expected to undertake a some duties in the week and at weekends, although an appropriate amount of “time off” will be provided. The House Parents will be supported by a team of house staff (all teachers) on a rota system together with a House Matron.
To have overall responsibility for the general presentation of the House and in this respect to liaise with the Bursar over maintenance, upkeep and improvement of the House, its furniture and furnishings.

To support the Registrar (Admissions and Marketing) in the marketing of boarding at Handcross Park, in the boarding admissions process and to be present for visits and show rounds, actively promoting the boarding ethos.

To write reports on each pupil as per School Report Writing Policy.

To attend all relevant meetings. To ensure that House policies follow those general policies developed by the Deputy Head.

To keep up-to-date records in the House and the School Office. These will include correspondence of any significant importance e.g. pastoral welfare, discipline, complaints, accidents, fire log etc.

To oversee the team of House Staff, providing training, induction, advice, supervision and support, and to participate in their appraisal. To liaise closely with House Staff on the work, extra-curricular activities, problems and behaviour of pupils in the House and with the House Matron where necessary.

To ensure that regular fire drills are carried out and that records of fire drills are kept.

To deal with any emergency that might arise in the House and to be familiar with the School Crisis Management Policy.

To ensure that there is an adequate level of First Aid provision within the House at all times.

To be responsible for the House budgets and ensure that proper accounts are kept.

To be responsible for overseeing the arrivals and departures of pupils at the start and end of terms and to be prepared to keep the House open on the last day of term if necessary.

To develop close links with parents both in the UK and abroad. To ensure that they understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based.

To ensure that School policies, in particular Anti-Bullying & Child Protection, are carried out within the House.

To ensure that systems for the day-to-day running of the House are clearly defined and understood by all pupils. To ensure that the interests of each age group are protected.

To ensure that new pupils are supported so that in a short space of time they feel comfortable in well-established routines. The knowledge of what happens, when and how contributes to the security of the newcomer.

To ensure that pupils are eating well and attending meals in the School Dining Room as appropriate.

To attend external training courses as directed by the Headmaster and Deputy Head.

To ensure that the successes of the House are internally marketed, e.g. display boards, pictures, website and a Boarding House Newsletter.

To be fully conversant with the National Boarding Standards and their application within boarding.

This job description is not necessarily a comprehensive definition of the role and the Boarding House Parents may be directed to undertake other such tasks or duties which may reasonably be given to them by the Headmaster and Deputy Head from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.
Key teaching responsibilities:

- To instigate and develop an innovative approach to subject teaching that will stimulate all pupils throughout the school to achieve their full potential.
- To contribute to the development and implementation of a creative curriculum in specialist teaching area.
- To plan, implement and monitor schemes of work.
- To successfully prepare pupils for Common Entrance and Scholarship exams, to enable them to reach their full potential.
- To manage Department budgets if appropriate, liaising with the Bursar and Headmaster on capital expenditure.
- To celebrate pupils' work through effective displays throughout the department and around the school and regularly update displays.
- To seek and develop opportunities and initiatives to promote the Department in the School.
- To co-ordinate the resources of the Department.
- To maintain high levels of communication with parents.
- To ensure that the statutory requirements of the National Curriculum are met and to remain abreast and up to date with the developments in the National Curriculum.
- To assess the performance of pupils and record their development, progress and attainment, using this to plan for future learning.
- To contribute to and keep updated a departmental handbook.
- To implement school policies and practices.
- To set tasks for whole class, individual and group work, including homework, which set appropriate and challenging expectations for pupils' learning, motivation and presentation of work.
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge.
- To plan teaching to achieve progression in pupils' learning through identifying clear teaching objectives and content, appropriate to the pupils and subject matter.
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available.
- To assess, record and report on the development, progress and attainment of pupils.
- To set high expectations for pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships.
- To assist in the rich and varied extra-curricular life of the school – teaching boys' or girls' games for example.
- To establish a safe environment that supports learning and where pupils feel secure and confident.
To oversee annual requisition of resources in relation to the department and School Development Plans.

To co-ordinate resources and ensure that all equipment is organised, stored and maintained appropriately.

To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.

To attend parent consultation evenings.

To attend and support whole-school functions, including occasional weekend events.

To assist in the induction of new members of staff within the subject area.

To cover for absent colleagues.

To promote and safeguard the welfare of children and young people.

To be responsible for the well-being of the pupils in your care.

To share in the corporate responsibility of the pastoral care, well-being and discipline of all pupils at Handcross Park School.

To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times.

To comply with, and adhere to, agreed whole school policies and the ethos of the school.

To be involved in day and residential trips.

To carry out other duties that may reasonably be required by the Headmaster.

This Job Description outlines the duties for the time being for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

**Person Specification:**

1. **Knowledge & Experience**
   - A good honours degree in a relevant subject
   - A teaching qualification together with Qualified Teacher Status (QTS)
   - Experience in a boarding environment.
   - Familiarity with national strategies in relation to boarding or commitment to researching these.

2. **Personal Qualities**
   - A genuine interest in the personal development of young people
   - Enthusiasm with a positive outlook
   - The ability to work independently and collaboratively as a member of a team
   - Creative in problem solving together with a willingness to take on or try new approaches and ideas
   - A positive attitude towards professional development and their own learning
   - Reliability and integrity
   - Good personal organisation
   - Approachability
   - Well presented.
3. **Skills & Abilities**
   - Able to use a range of teaching and learning strategies
   - Able to communicate both orally and in writing to pupils and their parents
   - Able to motivate others

**Other:**
- Two bedroom accommodation provided with all utilities paid for by the School.
- Breakfast, lunch and dinner are provided for House Parents and family members free of charge during term time.
- Contributory pension scheme.
- One year probationary period.

**About the School**

Handcross Park is a thriving, co-educational day and boarding prep school located near the A23 in West Sussex. The school is a member of the Brighton College Family of Schools and takes children from the age of two and prepares them for Common Entrance and Scholarships at Year 8 (13 years of age). Our pupils leave after Year 8 and attend Brighton College and other top senior schools in the country.

The School is set in 50 acres of stunning woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors. A number of exciting developments are being planned, which is attracting a great deal of interest from prospective parents. The Headmaster, Graeme Owton, arrived in April 2011 and is leading the school through this exciting transition. We follow a Monday to Friday teaching routine, with full boarders staying for an activities programme during the weekends. We operate one Saturday Open Morning a term, but also provide representation at the Brighton College Open Mornings for potential boarders in Years 7 and 8.

We are exceptionally well resourced with our own sports hall, indoor swimming pool, ICT suite, stand alone music department, specialist teaching classrooms, boarding house, stand alone Pre-Prep and extensive grounds.

The approach to teaching and learning is exciting, progressive, and challenging and is focused upon our Ten Core Themes. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

**Safeguarding and Child Protection**

The successful candidate will be expected to commit to the following:

The post-holder’s responsibility for promoting and safe-guarding the welfare of children and young persons’ for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school’s Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder
becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school’s Child Protection Officer or to the Headmaster.

The successful candidate will be required to provide an enhanced CRB Disclosure. In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Applications

A brief letter of application, as well as a completed and signed application form, should be addressed to the Headmaster, Mr Graeme Owton.

Details of the post and application forms are available on the School website – www.handcrossparkschool.co.uk .

The School is an equal opportunities employer.