



Deputy House Parent

Job Description

- Job Purpose:** To achieve the aims of St. Gilgen International School Boarding. To assist the relevant House Parent in the Leadership and Management of the Boarding House. To lead on in house academic tutoring and support for each student's learning.
- Responsible to:** House Parent.
- Responsible for:** Boarding students in their immediate care.

Introduction

Boarding staff share the responsibility for the positive development and functioning of St. Gilgen International School, for the establishment of a reputation for excellence and for maintaining constructive relationships with all the school's constituencies and the host community.

We expect all boarding staff to be exceptional, to maintain the highest standards of professional, personal and ethical conduct, and to be excellent role models.

Our boarding staff must enjoy being with young people. It takes enthusiasm and energy to sustain the full life of a boarding school with its considerable term time demands and rewards. It is expected that everyone shares and welcomes a collective responsibility for the safety and wellbeing of our students.

Successful involvement of full time teachers/boarding staff in a boarding school requires a willingness to prioritise cover of the house at short notice in the event of illness, and accident or in an emergency. Most importantly, although 'on-duty/off-duty' hours are important to acknowledge and respect, the nature of boarding house life requires all boarding staff to have a unique awareness of the needs of the house.

The Deputy House Parent has a vital role in ensuring the safe and effective running of a boarding house. S/he must assist with the pastoral, domestic and extra-curricular development of the boarders in his or her care with a particular concern for academic tutoring, so that residential life reinforces the School's Mission. The Deputy House Parent is responsible at all times to their relevant House Parent for the welfare of boarders in their houses and is expected to act as a reasonable parent would, in executing his/her responsibilities.



Specific Commitments

The Deputy House Parent will
Engage in and contribute fully to all aspects of boarding life.

- 1.0 Be on duty 3 days a week, including evening and a regular weekend shift
- 1.1 Be ready to assist at other times as reasonably requested by the House Parent.
- 1.2 Be responsible for and manage the Boarding House during 5 weekends over the course of the academic year and be ready to assist at other times as reasonably requested by the House Parent.
- 1.3 Attend all House meetings and social events and play an active role in their preparation.
- 1.4 Assume responsibility for the boarding house in the absence of the House Parent

Pastoral Role

The Deputy House Parent will

- 2.0 Monitor the health, academic, social and pastoral welfare of each boarder in his/her care.
- 2.1 Provide advice, guidance and support for all students within house.
- 2.2 Monitor and maintain the standards of discipline, behavior and dress of the students in the house and around the school.
- 2.3 Communicate with House Parents, school staff, students and other appropriate agencies on all matters concerning students' welfare.
- 2.4 Help foster a house identity based on high standards and agreed values.
- 2.5 Liaise with the School Nurse and / or local doctors regarding student health matters as appropriate. To accompany students to emergency hospital treatment, where necessary and to administer non-prescriptive medication in accordance with the school's Medical Care Policy.

Academic Role

The Deputy House Parent will

- 3.0 Monitor and support each student's learning.
- 3.1 Develop in-house support plans for each student to help them maximize their study efficiency.
- 3.2 Provide individual or group support sessions as appropriate.
- 3.3 Develop a positive learning ethos in the boarding house which celebrates the progress of all students.
- 3.4 Promote positive and healthy study habits.



Administration

The Deputy House Parent will:

- 4.0 Ensure that any routine paperwork is dealt with efficiently. This includes in particular the careful preparation of any reports, the maintenance of proper records.
- 4.1 Document events as deemed necessary in the daily Boarding Report in accordance with House procedures.
- 4.2 Alert the House Parent with any concerns relating to Health and Safety matters in line with school policy.
- 4.3 Assist the House Parent in opening up and closing down the Boarding House at the start and end of term. Be prepared to remain in the house 24 hrs after the school has closed and arrive 24 hrs before it re-opens, to be negotiated with the relevant House Parent.

Associated Benefits

The Deputy House Parent will:

- 5.0 Be part of an ambitious, determined, dynamic and committed boarding team and gain invaluable pastoral, leadership and holistic boarding house experience.
- 5.1 Receive annual in-house training specific to boarding.
- 5.2 Have accommodation and associated bills free of charge whilst holding the position of Deputy House Parent.
- 5.3 Receive meals in the Boarding Houses free of charge during term time.

The position Deputy House Parent is additional to a fulltime teaching position.

Print Name: _____

Signed: _____ (Post holder) Date: _____