



## House Parent

### Job description

- Job Purpose:** To achieve the aims of St. Gilgen International School Boarding.  
To lead and manage all aspects of a Boarding House.
- Responsible to:** Head of Boarding
- Responsible for:** All Boarding students in their immediate care and all staff attached to their Boarding House.

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 of all boarding staff to be exceptional, to maintain the highest standards of professional, personal and ethical conduct, and to be excellent role models. Staff are expected to work together collaboratively and professionally, to be here for the students, to help them achieve the very best in personal and academic growth. Our aim is to develop young adults who are: reflective, responsible, independent, inter-culturally aware, balanced and who are in tune with our Core Values of Respect, Courage, Discipline.

Our boarding staff must enjoy being with young people as much as possible. 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.

Precise contractual guidelines and hours are difficult to establish for every aspect of life in a boarding school. Every attempt will be made to ensure reasonable and realistic workloads and schedules but successful involvement of full time teachers/boarding staff in a boarding school essentially requires a willingness to be on call a minimum of six days a week, in order to meet the needs of the students.

The Head of Boarding is responsible for ensuring appropriate duties and responsibilities for each member of staff have been correctly allocated. The specific duties and hours of work of any Staff member may vary according to the post held. The Head of Boarding may revise duties and hours of work should circumstances so require. In consultation with the Head of Boarding, a Member of Staff may agree to take on an increased commitment to some duties in lieu of others, if this is in the best interest of the students and St Gilgen International School.

**The House Parent** has a vital role in ensuring the safe management of a school boarding house, and leading the pastoral, academic and extra-curricular development of the boys/girls in his/her care, so that residential life reinforces the School's mission. The Boarding House Parent is responsible at all times to the Head of Boarding for the welfare of boarders in their Houses and is expected to act as a reasonable parent in interpreting his responsibilities.

The House Parent reports to the Head of Boarding or to those delegated the necessary authority as a line manager.



### **Specific Commitment**

The House Parent will:

- 1.0 Manage all aspects of the Boarding House and provide a safe and comfortable environment for boarders and boarding staff to live and work.
- 1.1 Develop the health, academic, social and pastoral welfare of each boarder in his / her care.
- 1.2 Encourage and inspire the members of the house not only to achieve excellence in academic and extra-curricular activities, but also to develop their social skills by living harmoniously with others. He / she will help all boarders in their care to mature into courteous, responsible, confident, and successful young people.
- 1.3 To liaise directly with medical, academic, activity and pastoral staff and where applicable external agencies in order to develop all aspects of a boarder's welfare and development.
- 1.4 Continue to be involved in a range of school initiatives and whole school events.
- 1.5 Lead and manage all Boarding staff attached to the House, to encourage them and get the very best from them.

### **Pastoral Role**

The House Parent will:

- 2.0 Provide advice, guidance and support for all students within the house.
- 2.1 Maintain a high profile presence around the House during duty hours.
- 2.2 Set the highest standards of discipline, behaviour and dress for students in the house and around the school.
- 2.3 Help foster a house identity based on high standards and agreed values.
- 2.4 Assist in maintaining a stimulating and pleasant living environment where pupils respect themselves and each other and where they feel valued and secure.
- 2.5 Ensure that all confidential information is dealt with tactfully and in a discreet way.



### **Domestic Role**

The House Parent will:

- 3.0 Ensure the daily domestic operation of the House runs efficiently.
- 3.1 Liaise with the School Nurse and / or local doctors regarding student health matters as appropriate and to ensure that students are accompanied to emergency hospital treatment, where necessary.
- 3.2 Administer non-prescriptive medication in accordance with the school's Medical Care Policy.
- 3.3 Lead with support and mentorship of the tutor team and any other staff attached to the house with the aim of reinforcing house standards, values and an effective team ethos.
- 3.4 Liaise appropriately with all house support staff to include house keepers and maintenance staff.
- 3.5 Communicate the weekend activity programme to boarders, ensuring that movements are known and recorded. Duty of care for all boarders is paramount.
- 3.6 Manage the Exeat and Special Exeat systems, ensuring that movements are known, consent is gained where necessary and that all details are recorded appropriately.
- 3.7 Supervise and manage the attendance of all students at all meals within the house.

### **Behaviour and the Learning Environment**

The House Parent will:

- 4.0 Ensure sufficient adult presence at all times to support busy routines and good pupil behaviour in the House.
- 4.1 Ensure that Study Hall is supervised in accordance with the school and house guidelines, so that an atmosphere and environment of high quality learning is maintained.
- 4.2 Encourage individual student's academic progress by taking an active interest and helping students maintain a healthy balance in their whole school holistic development.
- 4.3 To uphold and actively promote the ethos of Boarding at St. Gilgen International School.

### **Administration**

The House Parent will:

- 5.0 Ensure that any routine paperwork is dealt with efficiently. This includes in particular the careful preparation of any reports, the maintenance of proper records, the timely composition of references.



- 5.1 Document events as deemed necessary in the Boarding Report in accordance with House procedures.
- 5.2 Alert the Head of Boarding with any concerns relating to Health and Safety matters in line with school policy.
- 5.3 Lead on the opening up and closing down the Boarding House at the start and end of term.
- 5.4 Undertake any other responsibilities as may reasonably be required by the Head of Boarding.

### **Personal Qualities**

The House Parent will:

- 6.0 Be fully committed to boarding school life and be willing to engage in a range of boarding activities during term time.
- 6.1 Have excellent pastoral leadership, and boarding experience in schools or demonstrate clear leadership potential.
- 6.2 Present an imaginative vision for the future of the boarding house in a high achieving, growing and progressive school.
- 6.3 Be organised, energetic, positive, confident, flexible, and self-directed.
- 6.4 Have a valid First Aid qualification or be willing to complete one within the first year.
- 6.5 Have a valid Driver's License and be prepared to drive students to various locations.

### **Associated Benefits**

The House Parent will:

- 7.0 Lead and be part of an ambitious, determined, dynamic and committed boarding team and gain invaluable pastoral, leadership and holistic boarding house experience.
- 7.1 Have accommodation and associated bills free of charge whilst holding the position of House Parent.
- 7.2 Receive meals in the Boarding Houses free of charge during term time.

The position House Parent is in combination with a 50% part-time teaching position.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (Employee) Date: \_\_\_\_\_