



ROCHESTER
INDEPENDENT COLLEGE

RESIDENT HOUSEPARENT
JOB DESCRIPTION



ABOUT RIC

Founded in 1984, Rochester Independent College in Kent is a day and boarding school offering a distinctive alternative to both traditional independent education and the highly selective grammar schools. RIC aims to give students an enjoyable and successful experience of schools in an international, creative and inclusive environment with small classes and high-quality teaching and pastoral care.

STATEMENT OF BOARDING PRINCIPLES

Our aim in the boarding is that all students are well supported to live in an international environment where the informality of a College is combined with supervision appropriate to the age of the students.

We understand that our boarding students are often far away from home and our aim is to ensure that they:

- Live and learn in a safe and secure environment
- Thrive in a caring atmosphere
- Have clean and comfortable accommodation
- Are well fed
- Are able to talk to a member of staff or an independent contact about any issue or concern
- Receive as much attention as they need
- Are happy and well looked after
- Have the opportunity to express their wishes
- Are respected

OVERVIEW OF THE JOB

To support and participate in the running of the boarding house in accordance with the National Minimum Standards for Boarding Schools. You will be a supervising adult presence in the boarding house that is committed to ensuring the health and wellbeing of our boarding students and assist them in their daily lives.

WORKING HOURS

The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).

You will be expected to be on duty mornings and evenings, and provide overnight support to your students if required. Working hours on a two week shift pattern with each two week shift containing a weekend duty, where you will be supported by Residential Tutors during the daytime but you will be responsible for your boarding house overnight. You will work on a rota system and have support from an Assistant Houseparent to give you two days (including night cover on those days) per week off duty.

ACCOMMODATION

When on shift you will live in the accommodations provided for the better performance of your duties. Houseparents must be in residence throughout the academic year. All houseparents must be in residence 48 hours before a term commences, and in residence no less than 48 hours after the term ends. The entire site is a non-smoking area.

REPORTS TO

You will be directly responsible to the Head of Boarding, Deputy Head of Boarding and Senior Houseparents.

APPRAISAL

Senior houseparents will appraise the houseparent each academic year. An appraisal is designed to help and encourage professional development and performance.

TRAINING

The houseparent will be expected to undertake any relevant training at the level applicable, if they have not already done so. All staff are expected to maintain continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

MAIN RESPONSIBILITIES

As a member of the Boarding team, you should carry out your role to support the needs of the students you work with and the College in general.

- Wake every student in the morning for breakfast and morning registration
- Monitor the students' welfare and behaviour and report and problems in the residence to the Head of Boarding
- Report student illness promptly to the Medical team in the morning. If emergency attention is required, use the emergency number or call an Ambulance
- Ensure the smooth running of the boarding house generally in accordance to the student handbook to maintain a friendly, welcoming and happy environment
- Assist the domestic team with maintaining the general cleanliness and tidiness in the boarding house
- Report any maintenance issues through the college system
- To ensure a visible presence in and around the premises of the boarding house at all times when on duty
- Ensure curfew times are kept; filling in associated paperwork as requested and reporting issues of lateness
- Help with student arrivals, student induction and departures when required
- Attend termly induction and regular staff meetings
- Arrange regular meetings with the students
- Liaise with Heads of Departments as requested
- Ensuring that the boarding is prepared before the start of the academic year and to ensure that it is left in order after the end of the academic year, in conjunction with the Assistant Principal (boarding).
- Ensuring that rules are followed, in accordance with the student and boarding handbooks, notices and student induction and to act appropriately, recording the misdemeanour and action taken.
- Ensuring student leave permission is sought, completed and authorised if deemed acceptable. Detailed records should be kept pertaining to trips and visits and permission to stay away with guardians or parents.
- Supporting the completion and monitoring of 'handover' logs, discipline, medication, sanctions and other centralised records.
- Maintaining detailed records of all communications/contacts with parents and guardians.

- Taking part in appraisals and probationary meetings as required.
- Monitoring guests to the boarding for both students and staff, to ensure compliance with boarding regulations.
- Participating in regular meetings with the pastoral and boarding team.
- Supporting involvement in a full and varied programme of extra-curricular activities within the boarding houses.
- Acting as host for agents, prospective students and their families and other external visitors and to ensure that all visitors are provided with a welcoming reception, comprehensive tour of the boarding and key information relating to the boarding experience.
- Other duties will include registration, distribution of keys, room checks, laundry checks, monitoring evening snacks, room clearance and maintenance checks prior to and after student arrival and departure and assisting with student arrivals and departures.
- Being available for specific events eg: student induction, parents' evening.
- Contributing to the compilation and updating of boarding handbooks/literature for students and staff.

CARE WELFARE AND DEVELOPMENT OF SENIOR HOUSEPARENTS

- Know the boarding students well and monitor their development – academic, social and personal welfare
- Be aware of the academic strengths and weaknesses of the boarders, liaising with teachers where necessary
- Liaise with relevant members of staff concerning students work experience and university applications
- Support students preparing their university applications with putting together personal statements, filling out the application form
- Develop awareness of general health, hygiene, eating and sleeping natures of students and keep the Head of Boarding informed of any concerns
- Develop, in the students, a sense of collective responsibility and sensitivity to the difficulties and needs, of others, and to encourage such support and help for each other as is appropriate
- Prioritise the safeguarding, welfare, health and safety of students above all other duties and be familiar with statutory safeguarding and child protection needs and requirements as well as relevant college policy
- Maintain a presence in the boarding whenever required, in conjunction with other team members, to maintain security and prevent the entry of unauthorised personnel
- Ensure that students abide by the school timings so that they arrive in time for lessons and are in the boarding at room check time, and any other time required
- Monitor and support any student who has expressed concerns or has been raised as a cause for concern and take the appropriate action
- Ensure that policy and procedures are understood and followed regarding the care of unwell students
- Work closely with the Head of Boarding and boarding team to ensure that any poor attendance and negative behaviour from a student is challenged and managed
- Liaise with relevant members of staff, including college staff and out of hours safeguarding contacts, regarding academic and pastoral welfare
- Deal with emergencies of any kind, including escorting students to hospital
- Encourage students to attend all meals
- Accompany students to meal times and ensure that students are eating healthily and are behaving in a sensible and appropriate manner
- Writing reports for parents

- Assist students to gain independent living skills to be able to progress successfully to and thrive at their chosen university
- Ensure that younger students are completing their work.

As part of your wider role within the College, you will also:

- Follow the guidelines of the staff handbook
- Support the college and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal or Head of Boarding to undertake work not specified in this job description
- To be courteous to colleagues and parents and to provide a welcoming environment for all visitors to the College

You will maintain standards of ethics and behaviour in and out of college.

In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being
- Show tolerance of and respect for the right of others
- Maintain high standards of attendance and punctuality
- Help to create and maintain a safe working environment for everyone
- Develop and maintain a full understanding of current child protection procedures

PERSON SPECIFICATION

- Educated to at least first degree level
- To have a working knowledge of the national and local inspectorate requirements including NMS and ISSR and any other relevant legislation.
- Experience of coordinating activities with a boarding environment and BSA qualifications an advantage .
- Being adaptable and showing good judgement, especially at critical moments.
- Possessing an even temper and a good sense of humour.
- Demonstrating individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team.
- Possessing excellent organisational skills and demonstrating attention to detail.
- Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained.
- Develop good working relationships with colleagues, sharing knowledge and best practice.
- The ability to calmly manage difficult situations if they should arise.
- Communicates clearly by getting the message across effectively, listening carefully and responding to feedback
- Represents Rochester Independent College professionally and adheres to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers

FURTHER INFORMATION

Safer Recruitment:

Rochester Independent College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Section 15-25 of the immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Being You @ RIC:

Our students come from a diverse range of backgrounds and cultures and so do we. We want our staff to find a home at RIC and aim to give them the freedom to be themselves at work. We want our community to be an inclusive one where there are meaningful levels of representation across all parts of the College. A commitment to inclusivity is at the heart of RIC's Project 2025 development planning. All qualified applicants will receive consideration for employment at RIC.

Other Information;

In order to facilitate your application the following information is included alongside this Job Description:

- Staff Application Form

Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

The college reserves the right to interview and appoint a suitable candidate before the closing date of the advertised post.

Application Process:

Applications must be made using the staff application form which has been sent with this job description. Completed applications must be sent to Caroline Dutton, HR & Compliance Director; caroline.dutton@rochester-college.org.uk