



WISBECH GRAMMAR SCHOOL

Job Title:	Houseparent(s)
Location:	Wisbech Grammar School
Reporting to:	Deputy Head Pastoral
Direct Reports:	None
Safeguarding:	Wisbech Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)
Hours of Work:	This is a term time plus 4 week contract. During 8.30 – 4.10 pm each day the person will be free as no pupils will be in the house. You will have one day off per week and 1 weekend off in every 4 (You will be required to attend meetings that are sometimes held in main school hours (You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the School.
Holidays:	Holiday will be taken in the school holidays (Christmas, Easter and Summer). Holiday dates to be agreed in advance with your line manager.
Probationary Period:	In accordance with School policy, this appointment will be subject to a six-month probationary period.
Medical Report:	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School. Please note that all School buildings operate a no-smoking policy.
Benefits:	Rent Free accommodation All utilities, including Council tax will be paid for by the School. Breakfast, lunch and supper provided on site. A Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution. Childcare voucher scheme is available and fee discount for your dependent children. On-site parking
Fee Remission	Wisbech Grammar provides a significant remission on fees for employees which can be discussed on interview.



WISBECH GRAMMAR SCHOOL

Role Overview

2019 sees the launch of an International Boarding House at Wisbech Grammar School. This will be the first time in its long illustrious history that the School has had boarding provision and the house will cater for 10-12 Chinese pupils from September. WGS aims to enable its boarding pupils to develop academically, socially, culturally and emotionally in a homely and friendly environment, where mutual trust and respect between pupils and staff are the fundamental guiding principles on which the boarding will be based. All pupils are encouraged to live in harmony with one another.

The Houseparent is responsible to the Headmaster but will be line managed by the Deputy Head Pastoral on a day to day basis. He/she is responsible for the house, works alongside the non-resident house tutor (who lives on site) and members of the house. The domestic staff within the house are the responsibility of the Housekeeping department, however they are also part of the house team and therefore be managed the houseparent.

The aim of the post is to manage efficiently the staffing, organisation and resources of the house; to provide for the safety, good discipline and pastoral well-being of all pupils in the house.

Where the houseparent is part of a team with their partner, they must fulfil these tasks both collectively and individually.

Key Responsibilities

- To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the house
- To provide the Non Resident, Resident Tutor(s) and any other members of staff covering boarding duties with a clear statement of their roles and responsibilities, and to provide a periodic review of their performance to the Deputy Head Pastoral
- To develop and manage the Non Resident, Resident Tutor(s), so they can play their part in carrying out their particular roles and responsibilities
- To ensure that staff, parents and pupils 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 the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by all staff as needed, so that individual opportunities, talents and potential are developed and maximised
- To plan, implement and review structures of staff supervision; to ensure the safety and security (including emotional) of all pupils at all times when they are in the school's charge; to ensure that adequate arrangements for 'back up' cover are made
- To liaise with the school medical personnel (both internal and external) to ensure that pupils' medical requirements are properly catered for and to encourage pupils to adopt a healthy lifestyle
- To liaise with the school housekeeping staff to ensure that pupils' clothes and personal belongings are used appropriately and housed securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect



WISBECH GRAMMAR SCHOOL

- To be responsible for the House Budget and to ensure that proper accounts are kept, for use by the Bursar
- To develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate
- To encourage pupils to involve themselves in extra-curricular activities and to ensure pupils are appropriately occupied especially at weekends
- To encourage pupils to integrate with in the Wisbech Grammar School community.
- To be aware of the academic strengths and weaknesses of pupils; to liaise with tutors to ensure that relevant background circumstances of pupils are known and discussed; to
- Ensure that the conditions and supervision of evening prep are conducive to effective academic progress
- To promote the use of English as the main language of communication within the Boarding and school environment
- To use every opportunity to cultivate contact and communication with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those that need to know
- To keep clear and accurate records regarding the pupils' welfare and contribution to school life and to provide such reports and references as may reasonably be required
- To counsel pupils, appropriately and within safeguarding guidelines, concerning any academic, social or behavioural concerns they may have; to inform the Designated Safeguarding Lead or a Designated Person immediately if any child protection concern arises; to fulfil the school's policy on child protection
- To provide, in conjunction with the Head of Careers, advice and support on planning and decisions for subject options and higher education choices
- To follow the school's behaviour policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the house and school; to inform the Deputy Head Pastoral or Head of Section or Head in any cases of peer on peer abuse, substance abuse or sexual misconduct
- To ensure all staff involved in supervision of the pupils are familiar with the school's policies and procedures for child protection, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas
- To provide, in conjunction with the Deputy Head Pastoral an 'annual report', including management and welfare targets for the coming year
- To keep the produce and maintain a House Handbook which will need to be updated on an annual basis
- To be responsible for the PDR records of the Non Resident, Resident Tutor(s) and to liaise with the Assistant Head Teaching and Learning regarding this.
- To perform any other key tasks which the Head or Deputy Head Pastoral may reasonably assign

Experience / Qualifications

- Maths and English GCSE at grade C/4/5 or above or equivalent
- First aid at work qualification or willingness to obtain one
- BSA qualification or willingness to obtain one
- Good understanding of the National Minimum Standards for Boarding and ISI regulations and how they apply to boarding, both day to day and strategic levels
- Essential Understanding of Keeping Children Safe in Education and safeguarding policy/processes



WISBECH GRAMMAR SCHOOL

- Level 3 Safeguarding training or willingness to undertake training
- Prior experience of working in boarding and pastoral care
- Prior experience of running a boarding house

Skills required

- Proven ability to empathise and relate to young people
- Stamina and the ability to lead staff and young people when under pressure
- Strong leadership and organisational skills

Personal qualities

- Excellent planning and organisational skills
- A commitment to the provision of excellent care to pupils in the boarding house
- High-level communication and inter-personal skills
- The ability to work with a wide range of stakeholders
- Self-motivated with a positive 'can do' approach to work well as a part of a team

Data Protection

In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Wisbech Grammar School is registered under the Data Protection Act 1984 and 2018 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

General:

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

TERMS OF APPOINTMENT

Probation: The position is subject to a 6 month probationary period.

APPLICATIONS

Applications must be submitted on a Wisbech Grammar School application form (Available from our website www.wisbechgrammar.com with a covering letter (no longer than one side of A4) addressed to the Headmaster, Mr Chris Staley. Applications annotated "see attached cv" will not be considered. If you need to ask for more information, please email Sue Simmons, Human Resources Manager SMSimmons@wisbechgrammar.com

Please send your completed application to Mrs Sue Simmons, Human Resources Manager Wisbech Grammar School, Chapel Road, Wisbech, Cambridgeshire. PE13 1RH.

Closing date: applications must be received by 10am, Thursday 21 March 2019.
Interviews will be held during Week commencing 25 March 2019.



WISBECH

GRAMMAR SCHOOL

Attributes	Essential Qualities	Desirable Qualities
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE • First Aid at Work 	<ul style="list-style-type: none"> • BSA Qualification
Knowledge	<ul style="list-style-type: none"> • Knowledge of Microsoft office, particularly Word, and photo editing programs • Awareness of Child Protection and committed to safeguarding children • National minimum standards for Boarding • ISI regulations and how they apply to boarding 	
Skills & Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to plan with excellent organizational skills • Work in a fast paced environment • Professional approach and manner at all times • Ability to communicate at all levels • Work as part of a team • Have the ability to lead by example and provide positive direction as needed 	<ul style="list-style-type: none"> • embrace opportunities to learn new skills
Experience	<ul style="list-style-type: none"> • Prior experience of working in a boarding house or running one 	
Equality	<ul style="list-style-type: none"> • Understanding of, acceptance and commitment to the principles underlying the equality of opportunity for all. 	