



WINDERMERE SCHOOL

HOUSEPARENTS AT WINDERMERE SCHOOL

SUGGESTED JOB DESCRIPTION

Accountable to: Deputy Head (Pastoral)/Headmaster
Accountable for: The House Tutor Teams
The House Staff

The primary responsibility for all boarding staff is the safety and well-being of every student in the boarding houses

1 GENERAL RESPONSIBILITIES

- 1.1 To provide a family atmosphere for the students and to give them the kind of help, encouragement and adult contact that a young person would receive in a good home.
- 1.2 To promote the ethos of the School in the House context; to provide moral education in line with the standard and expectations of the school community; to implement school policies within the House as appropriate.
- 1.3 To be responsible for the personal development and welfare of every student as well as his/her health, both physical and mental, in conjunction with the school medical staff.
- 1.4 To set and expect high standards of behaviour from students, particularly in their relationships with others. To ensure that the expectations of a student are understood, and to establish, implement and monitor House rules and disciplinary procedures.
- 1.5 To encourage a positive and balanced involvement by students in the varied programme of activities (academic, cultural, creative, physical) offered by the School and, where appropriate, to impel the students into experience. To take an overview of each student's individual programme for the term, together with the Tutor, and to resolve instances of clashes of commitment.
- 1.6 To use the House as a vehicle for education in community living and inter-personal skills such as participation in a team, undertaking responsibility for others, personal management, tolerance and compassion, making use of all community endeavours at House and School level; to hold regular House meetings.
- 1.7 To support the students in as many of their activities as possible, such as watching them perform in concerts, plays and matches.
- 1.8 To establish a management structure amongst the students and to appoint, brief and monitor those with specific supervisory responsibilities.
- 1.9 To counsel students and parents individually, as and when necessary, on pastoral, academic and other matters.
- 1.10 To encourage and provide equal opportunities for all students to practise their religious beliefs, irrespective of culture and ethnic origin.
- 1.11 To ensure that Safeguarding policies are promulgated within the Boarding House and the School in conjunction with the School's Designated Safeguarding Lead.

- 1.12 To establish and maintain regular contact with parents and to inform the Tutor of any significant communication between parents and School on all matters concerning the pastoral and academic life of their children.
- 1.13 To refer all incidents involving serious breaches of the School's Code of Conduct, expectations and procedures and policies requiring further disciplinary action to the Heads of Lower School, Middle School or Sixth Form who will inform, and on occasions, seek assistance from the Deputy Head (Pastoral).

2 STAFF/MANAGEMENT

- 2.1 To provide all staff in their House Team with a clear statement of their roles and responsibilities.
- 2.2 To help appraise these staff in conjunction with the School's Performance Management Scheme.
- 2.3 To make sure all staff are aware of the individual needs, circumstances, strengths and weaknesses of every pupil so that they are enabled to reach their full potential.
- 2.4 To ensure that staff supervision runs smoothly and in accordance with House rules.
- 2.5 To make adequate arrangements for back up cover.
- 2.6 To follow a pastoral programme of induction for all new members of their pastoral team and review progress of all staff in accordance with the School's Performance Management system.
- 2.7 To attend regular meeting with the Deputy Head (Pastoral).
- 2.8 To ensure that the House team is familiar with both the House and School policies and procedures. Special attention to be paid to Safeguarding, bullying, substance misuse and health and safety.
- 2.9 To hold minuted house team meetings with all house staff (Matrons and Assistant Houseparents), each half term.
- 2.10 To liaise with the Matrons/Assistant HoMs to ensure pupils' belongings are well cared for, used appropriately and stored securely and tidily.

3 STUDENT MANAGEMENT

- 3.1 To develop and manage the House Council team, enabling them to carry out their roles effectively.
- 3.2 To ensure all students are listened to through one-to-one meetings and other appropriate forums.
- 3.3 To ensure that students treat the belongings of others and the fabric and furnishings of the House with respect.
- 3.4 To be aware of the academic strengths and weaknesses of their students and to liaise with Tutors ensuring all relevant information is shared.
- 3.5 To ensure that conditions and supervision in evening prep are conducive to effective academic progress.
- 3.6 To counsel pupils encountering difficulties and discuss with relevant parties, informing the Deputy Head (Pastoral) where necessary.
- 3.7 To ensure that students are up on time every morning, have sufficient breakfast and are dressed in appropriate uniform and on time for the start of school.

4 ADMINISTRATION

- 4.1 To compose and publish House lists; to keep files on each student; to write end-of-term reports and contribute to UCAS reports and references for current and past students.
- 4.2 To monitor fire regulations in the House, adhering to, maintaining and updating the Fire Log, in conjunction with the Fire Officer, as appropriate.
- 4.3 To administer House Bank accounts for individual students. To be responsible for the House Budget and account for expenditure against it.
- 4.4 To keep suitable records for each pupil and, when appropriate, introduce welfare plans in consultation with relevant parties.
- 4.5 To monitor Health and Safety issues for the staff and students in your House, reporting to the Deputy Head (Pastoral) when any problems or concerns arise.
- 4.6 To ensure the House Risk Assessments are adequate and reviewed annually and that safe methods of work have been developed as appropriate and are in use.
- 4.7 To ensure the House is compliant with the School's Health and Safety policies and procedures and with national Health and Safety regulations.
- 4.8 To contribute to the School Development Plan, following discussion with the House Staff.
- 4.9 To be responsible for the regular updating of the House Handbooks and contribute to the Pastoral section of the School website.
- 4.10 To assist students with their end of term travel arrangements.

5 SCHOOL RESPONSIBILITIES

- 5.1 To assist with parents and students' visits. To interview prospective students and, on occasions, to attend presentations associated with the marketing and recruitment policy of the School.
- 5.2 To be responsible to the Deputy Head (Academic) for an academic commitment of approximately fifty per cent per cycle and to contribute to the School's extra-curricular programme.
- 5.3 To attend Staff, Pastoral and additional meetings when required and to fulfil INSET and cover expectations.
- 5.4 To market the House at School events.
- 5.5 To be prepared to play an integral part in activity weekends, open days, boarding tasters etc.

6 SAFEGUARDING RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people 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 Policy Statement 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 Designated Safeguarding Lead.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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April 2011 (updated March 2014 and March 2019)