



## Job Description House Parent/Teacher Summer 2010

**As House Parent, you will be responsible for the welfare of the students/student hosts, staff and group leaders in your house. You will need to be energetic, enthusiastic and flexible as well as highly attentive and well-organised in your approach to all welfare and pastoral issues.**

**In addition, you will have half a teaching timetable (approx 11 hours/week – see Residential Teacher job description). You will normally have one day off each week, plus up to one third of a day off on other days.**

Duties include:

- Ensuring the safety and wellbeing of all those in your house. This includes making sure all course rules are understood and adhered to. Any serious or persistent discipline issues should always be shared with your CD.
- Liaising with any school staff resident during the summer to ensure that Discovery Summer (DS) causes them as little disturbance as necessary.
- Attending a daily meeting with the CD and Head of Housekeeping to discuss any relevant issues.
- Organising the duty rota for wake up, bed-time and night call in conjunction with your CD, ensuring that staff are fully briefed and carrying out their duties conscientiously.
- Supervising students in your house during daily 'breaks' or 'free time' as directed by your CD.
- Maintaining up-to-date register of all staff and students in case of emergency (e.g. evacuation of building)
- Welcoming students and staff on arrival. If keys are issued, ensuring that these are signed out, and signed back
- Making sure all students phone home on arrival and that younger students phone home regularly
- Being prepared for a medical emergency. With your CD, select an appointed first aider.
- Keeping records of incidents/sickness and medical issues and informing CD thereof
- Being responsible for any unwell students in conjunction with your CD
- Being a 'mum' or 'dad' particularly to younger students if homesickness occurs
- Ensuring staff and students are aware of any Health and Safety issues and that appropriate risk assessments are carried out. This includes checking all electrical

equipment brought in by staff/students eg hairdryers - for PAT testing as required by the centre

- Leading fire drills as directed by the CD. Any late arrivals must be walked through the procedure. Ensure fire exits are kept free and that everyone understands the necessity for evacuating the building calmly but quickly
- Keeping the house notice board attractive, informative and up to date (see Discovery Wiki for templates)
- Ensuring that rooms are labelled with student/staff names and that an up-to-date rooming list is kept on the house notice board
- Leading regular house meetings as agreed with your CD
- In conjunction with your CD/housekeeping, managing the house laundry system. All clothes laundered in the school laundry MUST be machine washable, and labelled. (If they are not labelled, students should mark/number their own with a good biro/laundry pen).
- Informing staff of staff laundry arrangements
- Ensuring bed linen changes are carried out efficiently
- Overseeing issues of hygiene
- Checking that bedrooms are kept tidy (organising house competitions?) and that all staff and student valuables are kept locked, if necessary in the course office.
- Making sure that rooms are being cleaned and maintained satisfactorily by cleaning and maintenance staff
- Ensure that the building is secure and that doors/windows are kept locked as instructed. No student is allowed in the house without a DS staff member being present, nor are boys ever allowed in girls' houses and vice versa
- Administering a system for lost property.
- Addressing potential issues of bullying and possible property theft in a professional and empathetic manner.