



## KIRKHAM GRAMMAR SCHOOL

### **HOUSE PARENT (PASTORAL) FOR GIRLS' BOARDING HOUSE PART TIME**

**CONTRACT TYPE:** PERMANENT

**SCALE:** NJC

#### **BACKGROUND**

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with 850 pupils on roll. The Senior School has 590 pupils in an age range of 11 - 18 years. The Headmaster is responsible for running the school, assisted by his Senior Leadership Team. There are close links with the Junior, Infant and Pre-School, situated across the road, which has 250 pupils on roll. The Governing Body and Bursarial Department are common to both schools.

#### **THE POST**

To assist the House Parent (Academic) and Senior House Parent (Pastoral) in the provision of pastoral and health care of the students. To oversee the smooth running of the domestic side of the Girls' Boarding House, thus helping to ensure the general well-being of all who work and live in the Boarding House. This role is paramount in ensuring the smooth running and everyday care of Boarding House pupils at KGS.

The duties will be wide and varied and this job description is not intended to cover every area of responsibility. It is anticipated that the scope of the work may vary from time to time but will include the following:

#### **RESPONSIBILITIES**

- a) The general supervision and welfare of all Boarders when on duty.
- b) To oversee the allocation of Boarders to rooms.
- c) To set and expect high standards of behaviour from pupils, particularly in their relationships with others and in line with the standards and expectations of the school community.
- d) To be available for Parents/Boarders when they leave or return from holidays, weekends, exeats, etc. This includes ensuring that the House has been left in a clean and tidy manner, and

that all personal effects have been removed/secured, as well as arranging suitable transport as required

- e) To be responsible, in conjunction with the House Parent (Academic) and Senior House Parent (Pastoral), for the general organisation and preparation of the Boarding House before the start of the term and at the end of each term, including liaising with the Registrar regarding passport and visa administration.
- f) To liaise with the House Parent (Academic), Senior House Parent (Pastoral), Resident Graduate Boarding Assistants, Sessional Staff, Parents, Guardians and professional bodies as required.
- g) To accompany Boarders as required, on medical appointments (dentist, orthodontist, hospital) and to liaise with Medical staff, Parents and main school as appropriate.
- h) To take responsibility for the welfare of pupils in boarding; to be available to listen to their problems and worries and get involved in the organisation of pupil activities in the evenings and at weekends.
- i) To be sensitive to Boarders who may be experiencing difficulties with school life and to refer when appropriate to do so.
- j) To attend regular meetings with the House Parent (Academic) and Senior House Parent (Pastoral), to implement decisions resulting from such meetings and to work generally as part of a flexible team.
- k) To ensure the safety of Boarders at all times.
- l) During the term, support and manage pupils who are expected to tidy their own areas, change and make their beds and leave rooms tidy, ensuring that curtains are drawn, ICT items taken in and lights turned off before school each day. Assist Boarders in collating laundry as per the rota and supervise collection.
- m) Planning in advance weekend activities for boarders within cost limits agreed with the Head, and ensuring that relevant staff on duty are fully briefed to carry out the planned activity.
- n) To ensure, in conjunction with the House Parent (Academic), Senior House Parent (Pastoral) and all duty staff that the House is secure at all times in accordance with the House Security Plan. This includes the need to ensure pupils sign in and out and that entrances and exits are monitored at all times, but particularly at bedtimes where all windows and doors must be checked and the link door between the boys' and girls' accommodation is locked.
- o) To manage, in conjunction with the House Parent (Academic), Senior House Parent (Pastoral) and other duty staff, all Fire Evacuation procedures and monitor and promote the safeguarding of all Boarders as detailed in the school's Safeguarding Policy.
- p) To ensure that adequate catering provision is made for the boarders, and organise opportunities for pupil voice to be heard in relation to this
- q) To ensure each pupil's clothing is clean, smart and in good repair; organise repairs as necessary and replacements through the school shop.
- r) Liaising with the Financial Controller regarding any additional charges that need to be made in relation to Boarders' activities, extra travel costs or breakages.

- s) To support and implement the school's family ethos and policies in general within the Boarding House, so as to create a friendly and happy atmosphere.

**REPORTS TO:** House Parent (Academic) and Senior House Parent (Pastoral)

## **PERSON SPECIFICATION**

- Minimum qualifications: GCSE in English and Maths.
- Experience of supporting and caring for young people. Previous experience of working in a Boarding House desirable, but not essential.
- Experience of staff supervision.
- Computer/keyboard skills.
- Either hold or be prepared to take a First Aid qualification.
- Hold a full driving licence.
- Be generous spirited and patient.
- Be calm, sensible and well organised.
- Be a good communicator with children, staff and parents and be prepared to work closely as part of a team.
- Be accessible, approachable and willing to take a great interest in the diverse and busy life of the school.
- Have a good sense of humour!

## **FURTHER INFORMATION**

### **Accommodation:**

It is a condition of the appointee's employment that they will be required to reside in the Girls' Boarding House during term time whilst on duty. If they wish to remain in residence during the holiday period, they are required to notify the HR Administrator in advance. Full board and lodgings, during term time, will be primarily free of charge. There will, however, be a small tax charge as a benefit in kind.

### **Hours of work:**

It is envisaged the hours of work during term time will be from 12 noon on a Friday to 7am on a Monday, though the working pattern might occasionally change by mutual agreement to meet the needs of the Boarding House community. This position is included in the collective agreement that regulates 4(i) of the Working Time Regulations 1998, which relates to a maximum 48 hour working week shall not apply (opt out).

### **Holidays:**

This is a term time position and holidays should be taken when the school is not in session. Residential staff are required to be present in the days before and after Boarders leave, to ensure that arrangements and facilities are in place or properly closed down.

The House Parent (Pastoral) in conjunction with the Senior House Parent (Pastoral) must be present to supervise the deep cleaning of the House at the end of term and its preparation for the start of the following term. This will consist of 5 working days, allocated either after the end of a term or prior to the start of a new term, up to a total of not less than three working weeks. The cleaning periods will be designated by the Boarding House Domestic Bursar in advance of the school holidays.

**SALARY:**

Remuneration will be commensurate with skills and experience.

**PENSION:**

Contributory Pension Scheme, if required

**APPLICATION:**

By application form and supporting letter to:

Miss S L Felton  
HR Manager  
Kirkham Grammar School  
Ribby Road  
Kirkham  
Preston  
PR4 2BH

Tel: 01772 684462

**CLOSING DATE FOR APPLICATIONS:** Friday 29 October 2021

*Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people. An enhance DBS Clearance will be undertaken by the School*