



THE ABBEY COLLEGE
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Abbey College

THE ROLE AND RESPONSIBILITIES OF HOUSE STAFF

RESIDENT HOUSEPARENT: JOB DESCRIPTION

PURPOSE OF JOB

1. To promote the general welfare, personal and academic development of all the boarders in accordance with the policy of the School and in the light of current legislation and recommendations concerning the welfare of children.
2. To be resident in the school during term time and for a sufficient time before and after each term, and to build a strong personal relationship with each of the students in your care, to sound out the needs of each and to support the school in working continuously towards meeting those needs.
3. To keep the Principal and Head of Welfare informed of all matters concerning the welfare of the boarders.
4. To work closely with the Principal and Head of Welfare in ensuring a continuity of care for each of the boarders.

DUTIES AND RESPONSIBILITIES

- a) To liaise with the Principal and Head of Welfare to ensure that each student is provided with a comfortable living environment and to ensure that all their requirements are met.
- b) To work with the Principal and Head of Welfare to ensure that appropriate care is given to boarders of all ages, and that the special needs of each group are met.
- c) To be aware of and respond to the special needs of individual boarders, including those from different cultural backgrounds.
- d) To work with the Principal and Head of Welfare to ensure that all boarders have sufficient rest and that bed-time routines appropriate to each age group are maintained and to carry out wake up, bed check and lock up duties according to the rota
- e) To deal with disciplinary problems in a firm but caring manner, and to consult with the Principal and Head of Welfare in any matter of serious concern.
- f) To work with the Head of Activities and the relevant members of staff to ensure that boarders have access to and participate in a lively programme of leisure activities in the evenings and at weekends and to assist personally in that programme.
- g) To support the Head of Welfare and Head of Activities in ensuring that the house is never left unattended and that boarders are always adequately supervised at all times outside the teaching day, including weekends.
- h) To be prepared to work at any time to help care for the boarders in times of emergency.
- i) To support the Principal and Head of Welfare in ensuring that all fire regulations are rigorously met and to carry out regular fire drills as required by the Principal.
- j) To assist the Head of Welfare in ensuring that the presence of boarders is checked individually and personally at the times required by the Principal.

- k) To work with the Head of Welfare to ensure that any unauthorised absence of students is reported to the Principal immediately and to work with him to ensure that the parents and the proper authorities are informed and the safe return of the boarder ensured.
- l) To work with the Head of Welfare to ensure that visitors to the houses are welcomed and carefully monitored, and that the bedroom accommodation is private to the boarders and to members of the House Team only; to ensure that no other visitors are permitted to enter these areas unless there is an emergency.
- m) To hold regular House meetings during the academic term in order to provide students with an appropriate opportunity for students to provide feedback on the boarding provision.
- n) To make sure that uniform codes are adhered to and that the students who should wear uniform have purchased the appropriate clothes.
- o) To check the House and all rooms at the beginning and end of each term and adapt any inventories that you are asked to.
- p) To make regular maintenance checks. e.g. Kitchen Equipment, Stairs, Carpets, Electricity and to report any problems found in the maintenance book.
- q) To make sure that the House is clean at all times and to report any problems to Student Services.
- r) To carry out any other responsibilities determined by the Principal or Head of Welfare as commensurate with the role.