

Job Description:

POSITION	Assistant Houseparent (with responsibilities for Co-curricular Clubs)
REPORTS TO	Deputy Headmaster / Houseparents
CONTRACT TYPE	Permanent, 45 hours per week, Term Time Only

The Role:

As an Assistant House Parent with a special focus on Co-curricular Clubs, you will play a pivotal role in fostering a nurturing and enriching environment within the boarding house. Collaborating closely with the Houseparents, your primary responsibility will be to provide attentive care and support to our students while contributing to the broader educational framework of the school. In addition to your boarding responsibilities, you will take the lead in planning and supervising a diverse range of co-curricular sports clubs, tailoring activities to suit the interests and skill levels of students across all grades. This multifaceted role offers a unique opportunity to positively impact the holistic development of our students while enjoying the convenience of on-site accommodation throughout the year.

Key Responsibilities and Accountabilities:

Assistant Houseparent:

1. To provide all boarders with the best possible boarding experience by providing a home-from-home challenging yet supportive environment.
2. To ensure the safety of all boarders through appropriate discipline, emotional support, physical and pastoral well-being, and moral guidance, always sharing the school's ethos.
3. To establish excellent, professional pupil relationships based on trust and respect, being aware of the individual and their circumstances, needs, strengths, and weaknesses of each pupil thereby allowing the individual the opportunities to develop their talents and skills to their optimal point.
4. Ensure the minimum standards required by the NMBS and the Independent Schools Inspectorate (ISI) are fully always implemented, and any issues are brought to the attention of the Houseparent's.
5. To develop a full and varied programme of extracurricular activities for boarders during the evenings
6. To develop excellent links with Form tutors and teaching staff to ensure necessary information is communicated safely and confidentially.
7. To liaise with parents and guardians, building effective professional relationships of trust.
8. Work closely with the houseparent's and fulfil any other duties and responsibilities assigned.

Overnight

- Settle the children at bedtime ensuring they are supervised until asleep. Call on Houseparent's in the first instance if any child has settling issues.
- Reside in official accommodation during silent hours and respond to girls/alarms.

Miscellaneous

- Support, promote and implement House policies, protocols, and principles.
- Stay in boarding house communal areas during nominated hours of duty.
- Meet with houseparents' once a week to discuss pastoral matters / upcoming week.
- Report repairs required to Houseparent's / in the school maintenance log.
- Participate in Friday night boarding activities (up to 10 nights a year)
- Anything deemed commensurate with the position of a residential member of staff requested by the Houseparents.

Co-curricular:

1. Plan and organise a variety of sports clubs catering to the interests and abilities of pupils across different age groups.
2. Lead coaching sessions that focus on skill development, game strategies, and physical fitness.
3. Assess pupil progress and skill levels, providing constructive verbal feedback and personalised coaching to facilitate individual growth and improvement during sessions.

4. Create a safe and supportive environment for pupils to participate in sports activities, emphasising sportsmanship, fair play, and respect for teammates and opponents.
5. Collaborate with other school staff members to integrate sports club activities into the broader school curriculum and extracurricular programs.
6. Promote sports club participation and engagement among pupils through effective communication, marketing strategies, and promotional events.
7. Maintain accurate records of club membership and attendance, in line with school policies and procedures to enable accurate billing.
8. Foster positive relationships with parents, involving them in sports club activities and seeking their support and collaboration.
9. Implement policies and procedures to ensure the safety and well-being of pupils during sports club activities, including emergency protocols and risk management strategies.
10. Participate in duties, regular meetings, training sessions, and professional development activities as required by the school.
11. Work closely with the Deputy Headmaster and fulfil any other duties and responsibilities assigned.

Person Specification: Assistant Houseparent with responsibilities for co-curricular clubs

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to use a range of support strategies to meet the needs of all pupils. • Ability to inspire pupils whilst creating a productive and enjoyable environment. • Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues, and parents). • Excellent organisational and time management skills with the ability to • prioritise and work to deadlines. • Excellent organisational and time management skills with the ability to • prioritise and work to deadlines. • Ability to maintain confidentiality. 	<ul style="list-style-type: none"> • Confident user of IT to aid administration and learning.
Knowledge	<ul style="list-style-type: none"> • Knowledge and ability to deliver the current sports on offer at Beachborough – football, basketball, cricket, hockey, archery, gymnastics, athletics, dodgeball, mixed sports. 	<ul style="list-style-type: none"> • Experience of working in a successful sports department • Knowledge of latest developments within teaching in sport
Experience	<ul style="list-style-type: none"> • Willingness to contribute to the strong co-curricular programme at Beachborough 	<ul style="list-style-type: none"> • Experience of a school setting • Proven experience of successfully contributing to or running extracurricular clubs, activities, teams, and fixtures. • Experience of working within a successful team. • Working with children in a related role
Qualifications	<ul style="list-style-type: none"> • Full Drivers licence • BTec • Coaching qualifications in at least two of the sports on offer at Beachborough and the willingness to achieve further qualifications • First Aid 	<ul style="list-style-type: none"> • Qualified graduate

Personal attributes:

- Enthusiastic, positive, and hard working
- A passion for education
- Commitment to the safeguarding of children and young people
- Ability to inspire, motivate and support pupils
- Flexible and approachable attitude
- Ability to solve problems, make sound judgements and take decisions
- Ability to work under pressure, on own initiative, accurately and with attention to detail

- Commitment to the improvement and development of own performance
- The drive and stamina to provide excellent opportunities for all pupils in the school
- Willingness to play a part in the overall developments of the school
- Commitment to maintaining the caring and supportive ethos of the school

General Notes

Hours of work:

Boarding:

7am – 8am (boarding / handover to medical – Tuesday to Friday)

6:45pm – 10pm (handover from medical / boarding duties – Monday to Thursday)

Up to 10 Friday night boarding to include Saturday morning up to 11am

Clubs:

12:30pm – 6pm

Total hours per week 44.5

Tax exempt accommodation is offered in line with current HMRC guidance (based on it being necessary to live on site in order to carry out the role). Should HMRC guidance change, the provision of accommodation may be varied. The accommodation is a one-bedroom flat situated in the girls boarding house.

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy 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, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Created: March 2024