

JOB DESCRIPTION & KEY ACCOUNTABILITIES

Job Title	Assistant House Parent
Reporting to	Director of Boarding
Job Purpose	To provide assistance in the boarding house, ensuring the safety and well-being of students is met and is conducive with the values, policies and expectations as set out by the School Proprietors Board and Trust Board, consistent with the school's Mission Statement
Principal Responsibilities	<p>Pastoral Care / Relationships</p> <ul style="list-style-type: none"> • Assist and ensure that students are cared for physically, emotionally and spiritually and that their needs are addressed appropriately as and when necessary • Be connected to the lives of the students, fostering positive and harmonious relationships • Orah – ensure casual leave is monitored, accurate and communicated with staff and parents/caregivers • Prep – ensure students are given the optimum environment for academic learning <p>Operational / House Management</p> <ul style="list-style-type: none"> • Supervise Cleanliness / Environment / Sustainability • Ensure students are well organized and meet the requirements and regulations of both boarding and day school. • Administration • Ensure safety and security of students at all times when under care of boarding (i.e that procedures are adhered to) <p>Communication</p> <ul style="list-style-type: none"> • Maintain effective communication to ensure the wellbeing of students and staff is optimum <p>Departmental</p> <ul style="list-style-type: none"> • Work collegially as a member of the boarding team, building trust and cooperation including undertaking duties as requested by the Director of Boarding or Assistant Director of Boarding • Adhere to Rosters <p>Health & Safety</p> <ul style="list-style-type: none"> • Demonstrate a commitment and compliance to Health & Safety related policies and procedures to ensure a safe and positive working environment



	<p>Special Character</p> <ul style="list-style-type: none"> Act as an effective and professional role model, reflecting the Special Character of the school <p>Professional Development</p> <ul style="list-style-type: none"> Participate in performance appraisals, personal and professional development in line with the schools' needs and identified personal and professional objectives <p>Other / General</p> <ul style="list-style-type: none"> Undertake other reasonable tasks/duties acceptable to the job role as required by the Director of Boarding or Assistant Director of Boarding
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CANDIDATE PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> Proven previous experience in a similar position is ideal, but not essential Experience in and/or a passion for student welfare and pastoral care Experience with young people and their special needs in a boarding setting, especially international students Understanding of, and competency with Education Outside the Classroom (EOTC) practices Teacher qualification(s) and registration (if teaching classes are allocated) Well-developed computer skills with competency or experience with Google and PC Schools Full drivers licence and be able to drive a manual van
Skills	<p>LEADERSHIP</p> <ul style="list-style-type: none"> Demonstrates an ability to lead, inspire, and motivate groups and individuals Leads by example, in particular, accountability for actions and the delivery of consistent quality outcomes and achievements <p>ORGANISATIONAL SKILLS</p> <ul style="list-style-type: none"> Has strong organisational skills with the ability to effectively multi-task <p>PROBLEM SOLVING & ANALYSIS</p> <ul style="list-style-type: none"> Can effectively analyse, and confidently address, issues Ability to manage pastoral care issues of boarding students and follow disciplinary procedures when required Able to make systematic and rational judgments based on all relevant information



RELATIONSHIP MANAGEMENT

- Able to establish and maintain positive working relationships within the school community, particularly with the boarding girls and their families
- Has a strong pastoral and student welfare orientation
- Is able to establish positive and productive networks
- Able to work effectively as part of a team

INTERPERSONAL SKILLS & STYLE

- Demonstrates a strong personal commitment to school-wide excellence, honesty and integrity
- Committed to the school's mission statement and values and the special character of the school
- Thoughtful, resilient, calm and stable in challenging situations
- Excellent interpersonal skills – relates well and responds patiently to students, parents and staff
- Shows initiative, decisiveness and openness
- Has excellent oral and written communication skills
- Ability and willingness to follow set procedures and adhere to school's policies and procedures
- Energetic, caring, self-motivated and flexible
- Demonstrates a desire to nurture and assist students to reach their full potential (i.e. students are to be cared for physically, emotionally, socially and spiritually)